



Stephens Family Mahomet YMCA/ Mahomet Parks and Rec Summer Day Camp Parent Handbook

2023

Welcome to Mahomet YMCA Day Camp!

The YMCA staff is excited to launch the first ever partnership with the Mahomet Parks and Rec to bring to you a full day camp at Sangamon Gym! We're glad that your child will be a part of the weekly experience. We recognize that when you register your child for camp that you are entrusting the care of them to our dedicated staff team. We have a mutual investment in making sure that their physical, social and mental well-being is enriched through their YMCA camp experience.

Based on decades of camp administration, we know one thing that ensures a safe and memorable summer for all: communication between parents and staff. Please know that your insights and feedback are welcome and encouraged to make sure the YMCA camp meets yours and your child expectations. You may contact the appropriate Camp Director if you have any questions or concerns.

We have a superb group of camp counselors ready to work with your child this summer. Our staff is trained in child abuse prevention, CPR, emergency procedures, and basic water safety. All of these important procedures prepare our staff for consistent, quality and engaging instruction.

If your child is not yet a YMCA member, inquire about our youth membership in order to receive reduced camp fees. Some restrictions apply—contact the Member Service Desk for more details.

On the following pages, you will find information on key topics that you and your child should review together and acknowledge in order to prepare for a fantastic summer!

Directors and Contact Information

Shawn McCarthy- Mahomet After School Director P: 217-239-2802 E: shawn@ccymca.net

Devin Brocksmith- Youth Program Director P:217-239-2811 E: <u>Devin@ccymca.net</u> Site Phone for Camp- 217-689-8268

YMCA Staff

All YMCA day camps are instructed by trained, qualified staff oriented to the YMCA philosophy of providing an excellent summer camp experience for every child. To ensure all children are supervised and cared for appropriately, the YMCA upholds a minimum camper to counselor ratio of 10:1 for all camps.

All YMCA day camp staff participates in a background check and are trained in child abuse prevention, CPR, basic First Aid, emergency procedures, and basic water safety. It is important that you get to know these people by name during the first week to ensure maximum involvement and good communication.

Note: It is common for your child to connect with a favored staff person throughout the summer. While the YMCA encourages mentoring relationships, it is

YMCA policy that employees are not encouraged to baby-sit for families enrolled in YMCA programs.

Staff members will have camp names with the exception of the Camp Directors

Age-appropriate camps

Many day camps have requirements for grade entry due to the content of the curriculum and the maturity level required to accomplish some of the curriculum objectives. In all camps, campers are grouped with children of similar age to ensure learning outcomes equate to their experience and campers are comfortable in their surroundings. For this reason, we cannot accommodate special requests to pair friends, siblings or relatives of different ages together, nor can we guarantee that your child will be placed with a particular staff person.

Camp Sites

The YMCA and Mahomet Parks and Rec offers Y-Camp at the old Sangamon Gym.

Waiting Lists

In the event that a camp fills prior to your registration, you may place your child on our waiting list. It does not cost anything to add your child to the wait list. **You will be contacted if a spot becomes available.**

What to bring to camp

If your child is participating in camp, please pack two snacks (one for morning and one for afternoon), a lunch and a plastic water bottle and a bottle of sunscreen. No refrigeration is available for camp so please pack accordingly. Be sure to send enough drinks and snacks in your child's backpack. **Please label all personal belongings.**

If you are in a camp that swims, please send a waterproof backpack with your child's swim suit, towel and optional items such as goggles, water shoes, etc. We suggest a plastic bag for their wet swimwear after we are done.

What to leave at home

YMCA staff will keep your child engaged in various, interactive activities throughout camp. For this reason, please do not send money, cell phones, electronic games, iPods, toys, or other personal possessions that may risk being lost or stolen. The YMCA not liable for anything lost or stolen at camp. If, for any reason, you need to contact your child while they are at camp, you may call your child's camp director directly at the number listed on page 2. If you are not able to reach a Director, please call our Member Service Desk at 217-359-9622. Camp staff

will take possession of any cellular phone or electronic device brought to camp and return the item to parent at pick-up time.

Firearms and smoking are prohibited on the premises

Camp Attire

Campers should wear comfortable, non-restrictive clothing that they can play and be active in. Camp activities are geared towards physical activity that requires clothing to get messy at times. Always send your child in a comfortable pair of gym shoes. For your child's safety, sandals, flip flops and heels are not allowed at any camp.

All clothing should reflect images and wording that is proper to wear to school, in good taste and weather appropriate. Clothing featuring sexually suggestive or explicit images/words or promoting alcohol, tobacco or gang related symbols are prohibited. All clothing should cover a camper's chest, midriff, and bottom. Clothing should be sized to fit (no overly baggy pant/short styles) in order to participate in all activities safely. All swimwear should be in good taste and modest. Campers dressed inappropriately will be excused from activities until a change of clothes can be provided. A good rule of thumb: if they couldn't wear it to school, don't wear it to camp.

Lost and Found

When items are lost, an effort will be made to find and return the items to their owners as soon as possible. If your camper loses something, encourage them to check our lost and found box. Ensure that all children's possessions are labeled, preferably on the tag at the neck or waist. Lost and found items will be taken to Salt and Light every other week if not claimed.

YMCA T-Shirts

Each child will receive a YMCA Camp t-shirt. Only one camp shirt will be given per child for the summer.

Note: For children enrolled in Y-Camp, the camp T-shirt <u>must be worn</u> on our Thursday field trip days for ease of identification of our campers when traveling off-site.

Field Trip Protocol

Field trips are included in all camp fees and are communicated in the weekly parent emails. On field trip days, **please be prompt as the bus won't wait on late**

arrivals! It is very important that you check the bus departure/arrival times on your camp emails so your child does not miss the bus. We will not be able to wait for late arrivals to camp and you will be required to find alternate care for your child as no staff remains behind for this purpose. In case of rain or inclement weather, field trips are subject to cancellation or change in location. If you wish to check on the status of a field trip change/cancellation, please call the director for your child's camp.

Bus Transportation to off-site venues

Campers are to remain seated on the bus at all times and are seated two to three children per seat. No food or drinks are to be consumed while on the bus at any time. All leased vehicles are inspected daily by the bus drivers and regularly checked by a licensed mechanic provided by the bus company. Our bus drivers are trained in CPR, basic First Aid, and child abuse prevention in addition to the training necessary to safely operate the school bus.

Drop-off and Pick-Up Procedures

Each individual camp will be located at various locations around the Y, which will be communicated by your child's camp director each week. Camp locations may be different based on the time of day as well. Please refer to the White Board in the main entrance of the YMCA when dropping off or picking up your child.

Drop-off protocol: Parents, or another adult, are required to physically sign-in their child each day for camp. No children may be dropped off without a parent or adult signing them into their camp.

Pick-up protocol: When picking up your child, please find their camp and a staff member to sign out your child. Anyone picking up your child MUST provide a photo ID and be on the authorized pickup list every day. This is for the safety of your child. This is also true if you are sending an authorized friend or family member to pick-up your child on your behalf. Camp sign-in and sign-out is required daily—no exceptions.

**We will not allow a camper to leave with someone who is not on the authorized pick-up list and who doesn't have a Photo ID with them*

Outside Heat Safety

Mahomet YMCA camp will be outside throughout the day. Y Camp is outside most of the day at camp. Please provide your child with spray sunscreen as this is easiest for staff to help apply. Sunscreen will be applied multiple times throughout the camp day with the help of camp staff. It is highly recommended that parents provide hats, sunglasses and sunscreen for campers. Following the heat humidity index (OSHA) on days that are medium to high risk, camp will alter activities to ensure that campers stay cool and in the shade. Frequent sunscreen and water breaks will also be added to the normal day schedule.

Discipline Protocol

YMCA staff plans each day with engaging activities that promote responsible and caring interactions among all campers. As part of their supervisory role, the staff governs the behavior of each child and will proactively address conflicts if they arise. If an incident occurs where a camper jeopardizes their safety or the safety of others, they may subject to disciplinary actions.

Note: Any child causing severe harm to another child or staff member will be dismissed from the camp immediately. Campers involved in an incident against camp property or against another camper or staff member are disciplined immediately. Payment to repair any damage accrued as a result of the vandalism is the responsibility of the camper's parent/guardian. The YMCA reserves the right to dismiss a child from the program. The aforementioned disciplinary steps are subject to change based on the severity of the action(s) or incident(s). No refunds or credits will be given for time missed due to disciplinary action.

Stephens Family YMCA Behavior Policy

Any child who, after attempts have been made to meet the child's individual and developmental needs, demonstrates inability to benefit from the type of care offered by the program, or whose presence is detrimental to the group shall be discharged from the program immediately. The YMCA staff reserves the right to supersede consequences based on severity of behavior and number of offenses.

	Mild	Moderate	Severe
Physical	Pushing/shovingSpittingThrowing ObjectsCutting in lineRunning indoors	Hitting, slapping, or kicking other members or staffTrippingBitingLocking self in a room	 Threatening with weapon Severe fighting or aggression Inflicting bodily harm Inappropriate sexual contact Self-harming Inappropriate exhibiting of body
Emotional	 Excluding others from activities Excluding from a sitting area Mean or hurtful comments Dirty looks Minor gossiping Mild spreading of rumors 	 Embarrassing others Threatening to reveal embarrassing information Placing blame on others Inappropriate daring or provoking of others 	 Bullying Revealing embarrassing and personal information Completely isolating others Threatening others for reporting bullying
Verbal	Poking fun at othersInappropriate languageName callingUsing inappropriate nicknamesScreaming/yelling	-Verbal threats of aggression - Excessive inappropriate language - Taunting - Intimidating others	Constant and severe verbal threatsVerbal threats of self-harmSexual harassmentUse of racial or ethnic slurs
Other	 Refusing to participate in activities Rudeness toward staff Improper use of YMCA property and equipment Use of electronics outside of designated times 	 Blatant disrespect towards staff Hiding or running from staff Refusing to follow or stay with the group Constant refusal to follow rules Persistent mild behavior 	 Defacing property Severe disrespect to staff Destruction of property and equipment Persistent mild or moderate behavior
Possible Consequences	 Verbal Warning Removal of activities (games, crafts, etc.) Period of removal from group Loss of privileges (Outside, electronics, etc.) Given chore to do (sweeping, cleaning, etc.) Parents may be notified at end of day 	Consequences include the same for mild behavior plus the additional: - Written warning - Extended removal from group - Parents notified - Parents may be requested to pick up child - Discussion with coordinator or director	Consequences include the same for mild or moderate behavior plus the additional: -Parents immediately notified and will be required to pick-up the child immediately Parents and child must meet with director before reentry to YMCA - Severe behavior may result in suspension or expulsion

Any child causing severe harm to another child or to a staff member will be dismissed immediately.

GUIDELINES FOR SICK CAMPERS

FEVER/VOMITING/DIARRHEA

Camper must be free of symptoms for 24 hours before returning to camp.

SEVERE HEADACHES/STOMACHACHE/EARACHE:

Please keep your camper at home; camp is not properly equipped to give the attention to sick campers

EYE INFECTIONS:

Any severe eye infection with redness, swelling and pus-like drainage is not allowed at camp.

IMPETIGO:

A bacterial infection in the skin, impetigo begins as tiny red spots resembling pimples that enlarge to coin-sized blisters which rupture and produce oozy, stick, honey colored crust. A camper may return once they have been on antibiotics for 24 hours and all spots have been covered.

STREP THROAT:

A camper may return once they have been on antibiotics for 24 hours and are well enough to participate at camp.

SEVERE ILLNESSES (measles, mumps, chicken pox, etc)

A camper with any severe illness will not be allowed to return to camp without a doctor's note.

HEAD/BODY LICE:

Lice are very tiny insect-like creatures that cause infection in the hair of the body. They are very contagious. If your child has lice they, <u>MAY NOT</u> return to camp until they have been treated and ALL lice, nits, eggs are gone.

HAND, FOOT and MOUTH:

This is a highly infectious viral illness. The most common sign is the appearance of lesions in the mouth. A rash with blisters on the hands and feet follow as well as a fever. Every child is different and may not have all symptoms. The camper may not return to camp for five days since the blisters are very contagious.

PINWORM:

Camper must be treated with pinworm. Camper can return the next day to camp after treatment. Parents should wash bedding, clothes, etc.

RINGWORM:

This is a skin infection caused by a tiny fungus. It is not contagious as was once believed, but a camper with ringworm should be on treatment before returning to camp.

Please help keep camp healthy and under no circumstance send a sick camper to camp.

For more information on any illnesses, please contact your physician. The Stephens Family YMCA reserves the right to change illness policies based on new illnesses, and information on a case by case basis

Camp Fees

All camp fees are based per session unless noted in the description otherwise. As a membership benefit, all camps are offered to YMCA members at a reduced rate. If you choose to sign your child up for a YMCA membership, this must be done prior to registration for camp in order to get the member rate. Membership must remain active through August 13th, 2023.

To the extent that funds are available, financial assistance is provided to children based on demonstrated need for those who cannot afford the full camp fees. Community donors who contribute generously provide this funding to the Annual Scholarship Fund. For consideration, download an application at www.sf-ymca.net or call 217-239-2835 to request an application. Please allow three weeks for processing prior to the need for funding.

Three payment options are available to help you conveniently manage your child's summer camp experience while planning ahead and securing a reservation for your child in a specific camp.

Option 1: Register with Deposit

If you're interested in paying for one or multiple camp sessions on a weekly basis, you will want to take advantage of the YMCA's Register with Deposit system.

With this method, you can reserve your child's placement in a camp with a \$20 deposit for each session, with the balance due by 7 p.m. on the Wednesday prior to the week your child is registered to participate in a camp.

Each session deposit is deducted from the balance due each week. Please recognize that due to the popularity of camp sessions and the YMCA's need for planning to care for your child, camp deposits are non-refundable and non-transferable to other sessions.

With this option, you have the choice to pay for the session balance due each Wednesday by 7 p.m. in one of two ways:

You may pay the balance with cash, check or credit card at the YMCA. If payment is not received on the Wednesday prior to camp starting, your child's camp reservation will be forfeited automatically without notification. (If space is available, you may re-register your child for that camp with payment in full and we will honor the initial \$20 deposit towards the payment.)

You may sign up for bank draft transfers (EFT) using your checking/savings account or credit card. This option requires advance paperwork be completed by the time of registration of camp.

Day Camp Payment Schedule:

If your child is attending:

Balance is due on Wednesday

Week 1: May 30-June 2	May 24
Week 2: June 5-9	May 31
Week 3: June 12-16	June 7
Week 4: June 19-23	June 14
Week 5: June 26-30	June 21
Week 6: July 3-7 (No camp July 4 th)	June 28
Week 7: July 10-14	July 5
Week 8: July 17-21	July 12
Week 9: July 24-28	July 19
Week 10: July 31-August 4	July 26
Week 11: August 7-11	August 2

Option 2: Payment in Full

If you're interested in paying for one or multiple camp sessions in full at the start of the summer, you will want to take advantage of the YMCA's Payment in Full system. With this method, you can reserve your child's placement in a camp by paying for the full amount at time of registration with cash, check or credit card. If a schedule change is required, camps paid for in full are refundable minus a \$20 fee for day camp for each session. Please recognize that due to the popularity of camp sessions and the YMCA's need for planning to care for your child, the \$20 fee is non-refundable and non-transferable to other sessions.

Option 3: Third-party Payment

The YMCA accepts third-party payments from organizations including Child Care Resource Services (CCRS) and DCFS. Note: CCRS payments are only applicable towards Y-Camp and full day specialty camps. All third-party payment arrangements require completed paperwork and confirmation of payment terms before a camp reservation is processed. For those qualifying for third-party payments, it is to your child's advantage to coordinate payments in advance. We strongly recommend a 30-day lead prior to registration to ensure camp availability. Please contact Kayla at (217)239-4955 for additional information.

Registration

You may register in-person at the YMCA. Our YMCA member service desk may process camp registrations with deposits and process balances due for your convenience. To ensure a faster registration process, please download the paper work from www.sf-ymca.net and bring the completed paperwork with you. You also have the opportunity to register online for summer camps. To do so, visit our

website, www.sf-ymca.net, click on the programs tab and select summer camp. If you have any questions, please contact our member service desk at 217-359-9622.

Additional Fees

Pre and Post Activities

Y Campers may only be dropped off at 8:15 a.m. and picked up by 4:15 p.m. without additional charge; otherwise they must be registered for our pre/post activities. Pre activities run from 7:30 a.m.-8:15 a.m. and post activities run from 4:15 p.m.-5:30 p.m. The price for one, **pre OR post** activity is \$15 per child/\$20 per family per week. For families that need both **pre AND post** activities (7:30 a.m.-8:15 a.m. **and** 4:15 p.m.-5:30 p.m.) the price will be \$25 per child/\$35 per family per week.

If you are early dropping off or late picking a camper up and are not registered for the Pre and Post activities, you will automatically be charged the pre/post activity rate. For anyone who is late picking a camper up past 5:30 p.m. you will be charged a \$1.00/per minute that you are late

Late Fee

Camp registrations that happen after the Wednesday prior to the week of the start date will be assessed a \$25 late fee. For instance, if Y-camp is \$200, on the Thursday prior to the week's start date the cost of the camp would then be \$225.

Refund

Refunds will only be given if requested before the first day of camp. The \$20 deposit is non-refundable/non-transferable.

Lunch Time Activities

Lunch time activities are only available for those that sign up for both morning and afternoon camps the same week. Registration must be completed in advance in order to have your child included in the group. **Time:** 11:30a.m.-1:00p.m.

Special Needs

Providing a 1:1 Inclusion Counselor

If any camper needs a 1:1 Inclusion Counselor then they must attend the Y Camp held at the Stephens Family YMCA. The Stephens Family with Larkin's Place is dedicated to providing support to all children. We provide a wide range of inclusion support services, including adapted programming, modifications to existing programming, and inclusion counselor support. If your child has a disability which may impact their ability to participate in a camp program, please indicate that on the registration form. Note: Families who do not indicate it during the registration process may not be able to be provided the supports at a later time.

In order to best meet the needs of all families, the level of support given to families will be determined on a case by case basis. In order to ensure the correct

accommodations are given, any family needing additional accommodations or inclusion services MUST register for a program no less than **2 weeks before the start date of a program.**

For families who believe their child's disability warrants a one on one inclusion counselor, an evaluation appointment must be made by **May 15th** with Alyssa Anderson, Director of Larkin's Place. During this evaluation, you and your child must be present. We provide support to individuals with intellectual disabilities, physical disabilities, and other developmental delays. At this time, we are not able to provide skilled nursing services, or administer some types of personal medical care needs. If your child needs support beyond what our facility can provide, we will help refer you to programs that best meet the needs of your child.

Please note: The Stephens Family YMCA is committed to helping your child be safe at camp. However, due to staffing issues, a limited number of inclusion counselors may be available. We encourage you to register early to ensure that the correct number of staff can be trained and supported.

The Stephens Family YMCA currently does not charge an additional fee for this service. Because of this, use of an Inclusion Counselor may require families to register their child with the Champaign County Regional Planning Commission (CCRPC) in order to get on the PUNS list. More information will be provided upon registration.

For any questions about our inclusion process or to schedule your evaluation, please contact Alyssa at: Alyssa.anderson@ccymca.net 217-239-2849

Accommodations and Modification Services

We strive to design camps that are engaging and fun for children of all ability levels. Many activities are universally designed to meet a wide range of levels. We recognize that not all children need the support of a one on one inclusion counselor, but would benefit from individualized supports to be successful in our camps. Additional accommodations or modifications such as adaptive equipment, visuals support, or use of our sensory room can also be requested for any of our specialty camps. If your child needs additional supports, or if you are curious about if a camp will meet the needs of your child, please contact the Larkin's Place Director.

Frequently Asked Questions

Q: What if my child cannot attend camp due to illness, vacation or other reason?

A: If your child will be absent, please leave a message with the Camp Director with your child's name and date of absence by 8:30 AM. You can also access the YMCA Camp Office at 239-2811 at any time. Please keep in mind that no refunds are provided for missed days that your child is registered.

Q: How will I know what activities are planned each week for my child's camp?

A: Directors will communicate schedules and activities prior to parents each week before the start of the following weeks camp.

Q: What if I need to cancel a camp session that my child is registered for?

A: It is the YMCA's policy that camp deposits are non-refundable and non-transferable. If your camp balance is scheduled via automatic bank or credit card draft, you need to notify the camp director in writing Wednesday before prior to the start of camp that week.

Q: Can I visit my child at camp when I have free time?

A: The YMCA has an open door policy for parental visits at all camps. If you plan to visit, please check-in with the YMCA staff to acknowledge your arrival. We ask that you be sensitive to the activity taking place so as not to disrupt the camp curriculum.

Q: Does the YMCA accept donations for camp activities?

A: Yes. Items such as board games, some sporting equipment, hand sanitizer, sunscreen, tissues and supplies for arts and crafts are welcome. Before donating, please consult with the YMCA Camp Director for immediate needs or specific criteria based on volume or types of donations needed.

O: Where is the lost and found area for my child's camp?

A: A lost and found container is available at the camp location for all misplaced items found throughout the day and not claimed by their rightful owner. Please mark your child's belongings with his or her name prior to the start of camp. The YMCA is not responsible for lost or stolen items.

Q: What if my child gets ill or injured while at camp?

A: If your child does not feel well for an extended period of time, YMCA staff will contact you to come pick-up your child. Moderate injuries will also be promptly communicated once proper care is administered. A parent/guardian will be

contacted immediately for any severe injuries requiring professional medical attention. If a parent/guardian cannot be reached, medical treatment will be sought under advisement of the camp director.

Q: My child requires a dose of medicine during the day. What is the protocol for this?

A: A medication authorization form is required to be completed in order for camp staff to dispense any medication to a camper. Per the authorization form, medicine is required to be in its original pharmacy container with the doctor's name, the name of the medication and all dosage information on the original label. In addition to this form, parents are required to sign the daily medication administration log at time of sign-in each day instructing staff to the time and dosage of permitted medication.

Q: How do I contact YMCA staff during the day?

A: For non-urgent communication, you may leave a voice mail message at 217-239-2811. This voice mail is checked periodically throughout the day. For urgent communication regarding a specialty camp, please see the weekly calendar and information sheet for the appropriate phone number. For urgent communication regarding camp please call the YMCA front desk at 217-359-9622.

Q: What is the best way to retrieve information about camp on a weekly basis?

A: The first option, and most convenient, is the YMCA's web site at www.sf-ymca.net. At the navigation bar, choose "Programs", then "Summer Camp". Secondly, look for the weekly and monthly communication calendar at the sign-out stations that are specific to each camp on a weekly basis. Lastly, YMCA staff is available to offer any camp information during drop-off or pick-up times daily.

YMCA WAIVER: I understand that the YMCA assumes no responsibility for injuries or illnesses which I or any member of my family may sustain as a result of my physical condition or resulting from my participation in any athletic activities, sports programs, the use of any equipment, exercise, or any other activities or programs. I expressly acknowledge that I assume the risk for any and all injuries and illnesses, which may result from my or my family's participation in these activities. I hereby release and discharge the YMCA, its agents, servants, and employees from any and all claims for injury, illnesses, death, loss, or damage which I, or any member of my family, may suffer as a result of my participation in these activities. I understand the YMCA is not responsible for personal property lost or stolen while members and/or guest members are using YMCA facilities or on YMCA premises. I give my permission to the YMCA to use, without limitation or obligation, photographs, film footage, or tape recordings, which may include me or my family's images(s) or voice(s) for purposes of promoting or interpreting YMCA programs. I acknowledge that the YMCA is not responsible for the actions of its staff members during time periods when the staff is not performing duties specifically for the YMCA.

The Stephens Family Mahomet YMCA summer camp is exempt from licensing through DCFS.

We hope all of our campers have a fun and safe summer!