 

**Stephens Family YMCA**

**Summer Day Camp**

**Parent Handbook**

**2024**

**Welcome to YMCA Day Camp!**

The YMCA staff is excited to launch another great summer of camp offerings and 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**

Devin Brocksmith- Youth Program Director/Gymnastics P:217-239-2811 E: [Devin@ccymca.net](mailto:Devin@ccymca.net)

Jacob Meyer- Senior Program Director P: 217-239-2813 E: [Jacob@ccymca.net](mailto:Jacob@ccymca.net)

Julie Logan- Assistant Aquatics Director P: 217-239-2814 E: [Julie.logan@ccymca.net](mailto:Julie.logan@ccymca.net)

Alyssa Anderson- Larkin’s Place Director P: 217-239-2849 E: [Alyssa.anderson@ccymca.net](mailto:Alyssa.anderson@ccymca.net)

**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 nicknames 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 offers Y-Camp and a variety of off-site experiences that are integrated into the camp curriculum.

Specialty camps are held on-site at the YMCA and they travel to various locations based on curriculum as noted in the description. All specialty camps will begin and end their day at the YMCA location noted in the description in the YMCA Summer Camp Guide.

**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 a half-day camp, please pack one snack and a water bottle. If your child is participating in a full-day camp or two half day camps with lunch supervision, please pack two snacks (labeled one for morning and one for afternoon), a lunch and a water bottle and a bottle of sunscreen. No refrigeration is available for half-day or full-day camps 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 must be worn 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**

Many of the camps at the YMCA are 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.

Specialty Camp Directors will communicate to you through the parent email by the Friday prior to camp starting to let you know their plans for the week regarding outside times. If something changes during the week, directors will notify you as soon as they are able.

**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 them self, 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.**

**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, 2024.

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 a Deposit & Schedule Your Payment**

With this payment method, you can reserve your child’s placement in one or multiple camps with a $25 registration deposit for each session —the remaining balance is due by the Wednesday prior to the week registered. Each session deposit is deducted from the balance due each week.

If you register with a deposit only, you will need to sign up for automatic bank draft transfers using your checking account or credit card. At the time of registration, all payment information will be stored in your Y camper’s registration account and scheduled to be processed.

**Day Camp Payment Schedule:**

If your child is attending: Balance is due on Wednesday

Week 1: May 28-May 31 **(no camp May 27)** May 22

Week 2: June 3-7 May 29

Week 3: June 10-14 June 5

Week 4: June 17-21 June 12

Week 5: June 24-28 June 19

Week 6: July 1-5 **(No camp July 4th)** June 26

\*only Y camp will meet July 5\*

Week 7: July 8-12 July 3

Week 8: July 15-19 July 10

Week 9: July 22-26 July 17

Week 10: July 29-Aug 2 July 24

Week 11: August 5-9 July 31

**Option 2: Payment in Full**

You can reserve your child’s placement in a camp by paying for the full amount at the time of registration with cash, check or credit card. If a schedule change is required, camps paid for in full are refundable minus the $25 deposit for each session canceled.

**Option 3: Third-party Payment**

The YMCA accepts third-party payments from organizations including Child Care Resource Services (CCRS) and DCFS. 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 Carter 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](http://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](http://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**

**Y Camp Pre and Post Activities**

Pre and Post activities are included for Y Camp. You may drop off as early at 7:30 a.m. and pick up as late as 5:30 p.m. However, Y camp activities will not start until 8:30 a.m. and will conclude at 4:15 p.m.

**Specialty Camp Pre and 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 $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 $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\*\***

**Refund**

Refunds will only be given if requested before the first day of the registered camp. The $25 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**

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.

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.

**The Stephens Family YMCA strives to be a place for all**. However, we take safety of our campers and staff very seriously. If a family does not indicate the need for inclusion support in advance, and a child cannot participate in a camp safely, families may be asked to remove their child from camp.

**If your child did not participate in summer camp in 2023, please read below:**

Please contact Alyssa Anderson at [Alyssa.anderson@ccymca.net](mailto:Alyssa.anderson@ccymca.net) for an evaluation meeting. Meetings must be held by **February 26th, 2024**. This intake meeting ensures we can meet your child’s needs at camp.

If your child participated in summer camp 2023, please read below:

1. Under Camp you will see “Inclusion Counselor’s for child with a disability”. Please go into this and register your child for the weeks you are planning to attend camp. Only register your child for the weeks they will be at camp. This is free and there is no deposit.
2. Once you have secured an inclusion spot, **you MUST REGISTER your child for each summer camp you would like them to attend. Here you will pay a deposit.**

*\*\* Please note, if you are put on the waiting list for an inclusion counselor and you have registered for camp that week, we cannot guarantee your child will have support as we are limited based on staff capacity. If this happens, families will be offered refunds of their camps and deposits. \*\*\**

**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/shoving * Spitting * Throwing Objects * Cutting in line * Running indoors | * Hitting, slapping, or kicking other members or staff * Tripping * Biting * Locking 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 others * Inappropriate language * Name calling * Using inappropriate nicknames * Screaming/yelling | -Verbal threats of aggression   * Excessive inappropriate language * Taunting * Intimidating others | * Constant and severe verbal threats * Verbal threats of self-harm * Sexual harassment * Use 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 re-entry 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**

**FLU/FEVER/VOMITING/DIARRHEA**

Camper must be free of symptoms for 24 hours without the use of medication before returning to camp.

**COVID**

Camper must stay home and quarantine based on the current CDC guidelines.

**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, MAY NOT 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.

**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.

**RASH:**

If a camper has an unexplained rash, a doctor’s note will be required for the camper to return to camp.

**Please help keep camp healthy and under no circumstance send a sick camper to camp.** **If a camper gets sick while at camp, parent will be notified and child will be picked up immediately.**

**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**

**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 send out an email to families the week prior to your child’s camp with all information for the camp they are registered for. Emails will be sent out by Friday evening the week prior to the start of 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. You will need to notify the camp director prior to the first day of camp your child is registered for.

**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.

**Q: 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. There is also two other lost and found containers located inside the YMCA, one by the family locker room and one by child watch. 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 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 YMCA summer camp is exempt from licensing through DCFS.**

**Program Participant Cancellation Policy**  
  
By the YMCA:   
 - Insufficient enrollment: Full Refund.  
 - Registration for a class is received in the mail after the class has been filled: Full Refund.  
  
By the participant:  
  - Cancellation by member occurs before the start of the camp week: Refund minus $25 deposit  
  - Cancellation by member occurs after the start of the camp week: No Refund