



# YMCA of KEWANEE SUMMER CAMP 2018

**WELCOME**  
*Your copy to keep*

## YMCA SUMMER CAMP

### Statement of Purpose

The YMCA is involved in helping people improve the quality of their lives through programs and services that provide opportunities for them to reach their highest potential, to develop positive attitudes towards themselves and others, to appreciate good health and fitness, and to maintain a spiritual awareness that manifests itself in daily life. The YMCA of Kewanee does not discriminate on the basis of race, religion, gender, national origin, cultural heritage, political beliefs, sexual orientation, disability, or marital status. Our mission statement defines what we are, the scope of our programs and services, and whom we serve.

### YMCA Mission Statement

***To put Christian principles into practice through programs that build a healthy spirit, mind, and body for all.***

### YMCA Youth Development Program Objectives

- Strengthen and enrich family, interpersonal and inter-group relationships.
- Advocate for youth by giving special attention to values education, values clarification and fitness.
- Promote health and physical fitness as essential to well-being.
- Help persons develop self-confidence, self-respect and to value their own worth as individuals.
- Provide a safe, positive, comfortable, supervised environment for children in kindergarten through 6<sup>th</sup> grades.
- Improve the "quality of life" in the communities we serve by giving special emphasis to always evolving our programs that meet changing community needs.
- In all YMCA programs we seek to help individuals and families grow personally, clarify values, improve personal and family relationships, develop specific individual skills, become better leaders and supporters and have fun!

### Staff

Y Youth Development Staff is trained in in YMCA Childcare, CPR/AED and First Aid (Red Cross),and Abuse Training. At the YMCA we believe that positive child-staff interaction is tremendously important. We encourage staff to converse frequently with children and treat all children, regardless of gender, race, religion, family background, culture, and ability, with respect and care.

Staff are not permitted be alone with children within the Y or outside the Y program. Electronic communication, driving or riding in cars, babysitting, sleepovers, inviting a child into their home, meetings or any situation where the staff is alone with the child are not acceptable and will be met with serious reprimand. Exceptions require a written explanation before the fact and prior administrator approval. Examples: 1. Staff and child's family have a relationship that predates the employment or volunteering (such as a friendship between two children of similar age) and a notice has been given to the coordinator; 2. Staff and the child's family are related and notice has been given to the coordinator.

### How to Register

To Register for camp we ask that all parents/guardians fully read the registration packet and acknowledge their understanding by signing and returning all noted pages. If for any reason the parent/guardian should need further explanation on any topics in this packet or any not addressed herein; we ask that they schedule an appointment with the Camp Coordinator and address the topics before their child begins Y youth development programs. In addition to completing the packet all guardians should arrange payment with the Y desk prior to the child's attendance in the program.



# YMCA of KEWANEE SUMMER CAMP 2018

**ADDITIONAL INFO**  
*Your copy to keep*

## **Attire**

Campers need to be dressed appropriately for the weather. We try to go outside as much as possible. Please note that if the child is not well enough to go outside, the child should not be in attendance at the program. Campers should also be dressed for play; we will be running, climbing, jumping and moving daily so comfy tennis shoes and stretchy play clothing are advised. Campers will also swim daily so towel and swim suit should be kept in their bag.

## **Authorized Drop Off/Pick up**

No child will be permitted to leave the site with any unauthorized person. Authorized persons **MUST** be listed on the registration form, or the Camp Coordinator must be notified in writing prior to pickup time if there is to be a change. For your child's protection, we may ask for identification card (i.e. license) from the person picking up your child.

## **Custody Issues**

In the unfortunate event of a difficult/dangerous custody situation where a court order is in place, please contact the Camp Coordinator to set up guidelines regarding the release of your child. Parents/guardians are responsible for resolving issues that may arise from their child's participation in our programs. The YMCA will not be involved in disputes.

## **Family Table**

A small family table will be located at morning drop off with information regarding the current week's activities, resources for families, information on other YMCA activities, suggestion box, pick up area for crafts and take home items, and more!

## **How to Report a problem**

If you or your child have any issues or questions we encourage you to immediately speak with Y staff. If staff are unable to assist you please contact Camp Coordinator Marcy Solomon at 309-853-4431 or Program Director Rachel Shrum at rachelsh@kewaneyymca.com. The care, safety, health, and well-being of our participants is of upmost importance to us. We want to see all children succeed in our program and would welcome any parent involvement or input in a positive manner!

## **Parent/Guardian Involvement**

We recognize that the support and involvement of parents and guardians is critical to the success of our programs. Our staff works closely with you to make sure they understand your child's needs and what we can do together to provide an enriching environment for them. We encourage and welcome all interested parents/guardians to be an active participant in our program and visit anytime! Parents/Guardians can be involved by volunteering in the program, sharing a talent with the children, being a resource for community involvement, maintaining a positive relationship and open communication lines with all Y staff.

**We would love to have you volunteer to share any special activities or talents with our children!** Please contact Marcy Solomon, Camp Coordinator, for more information (309-853-4431) .

## **Personal Belongings**

All personal belongings will be kept in a secure area. Cell phones, games, electronic devices are not permitted. If a student has a device it must be kept in their bag or it may be confiscated by staff and put up until parent/guardian pick up time. The YMCA is NOT responsible for lost or stolen items. Please keep your items at home if you do not feel they would be safe inside your bag. Participants will be kept occupied with games and activities and will not have any need for electronic devices as we have a phone available for parent contact in our office.

## **Program Participation at the Y**

The Y offers many activities that may take place while your child is at camp such as swim lessons, tumbling, trampoline or dance classes, craft events and more. If your child is attending these classes/events you can register your child and send written consent for staff to get your child to and from the class/event.



# YMCA of KEWANEE SUMMER CAMP 2018

## HEALTH POLICY *Your copy to keep*

### HEALTH POLICY

**Health** Your child's health is a matter of importance to all of us. The Y is not equipped to look after sick children. If a child is not well, please make every effort to keep him or her at home, as illnesses spread rapidly in spite of everyone's best efforts.

**Child Abuse Reporting** The YMCA protects children from abuse and neglect while in the Y's care and custody and follows state law for reporting any suspected incidents of child abuse and neglect. All Y staff are mandated reporters of child abuse or neglect including physical, sexual, and psychological. Specific, formal procedures are followed in cases of suspected child abuse or neglect. All staff are given copies and trained in these procedures.

**We ask that you keep your child at home if he or she has any of the following symptoms**

If your child develops any of these symptoms while at Y programs, we will notify you to come pick them up & they will need to be kept home for 24 hrs once free of symptoms.

If your child has:	They may return when:
Fever 100 or above	fever free for 24 hrs without medicine
Diarrhea or loose stools	stools have formed and are solid for 24 hrs
Vomiting	after 24 hrs from the last vomit (ex: vomit at 11am last time- may return after 11am the next day.)
Strep throat	on antibiotic for 24 hrs & fever free for 24hrs
Undiagnosed rash or skin eruptions	after doctor visit and with note from doctor.
Yellow/green mucus in the nose or eyes	once mucus is clear
Head lice or scabies	after 24 hrs. of treatment, once all nits are removed & with head check by staff
Impetigo	after 24hrs of treatment
Pink eye	after 24hrs of treatment
Whooping Cough	after completing 5 days of antibiotic treatment

**Soiled Clothing** Y staff is not equipped to change soiled clothes. If your child has an accident the parents/emergency contact will be contacted and must come change the child.

**Injury/Accidents** The safety of children is our primary concern. Accident procedures followed by Y staff will depend on the severity of the injury. In the case of a minor injury (cuts, bruises, etc.) simple first-aid will be applied immediately and the parent/guardian notified, in no case later than pick-up time the same day. For more severe injuries, parent/guardian will be called right away. If parent/guardian cannot be reached right away, an emergency contact will be called. If the situation warrants, EMS will be contacted and asked to provide emergency care for the child; simultaneously, Y staff will call the parent/guardian to arrange for the child to be met and treated at the hospital. In all cases of accident, an accident report will be completed and a copy given to the parent or guardian; a copy will also be kept on file at the YMCA.

**Medication** NO MEDICATION may be brought to camp, or transported by a camper. If medication is needed during a child's stay with the Y, an "Authorization to Administer Medication" form must be completed and signed by parent/guardian. This includes but is not limited to inhalers, glucose tabs, epi pens and more. In accordance with state regulations, prescription drugs can only be administered to children if the medication is a current prescription; is in an original container with child's name, date, name of the medicine, dosage, and special instructions clearly marked; if there is a written request from the child's parent or guardian with instructions as to dosage and dosage times. Non-prescription drugs, in an original container and not out of date, can only be administered with written instructions, including dosage, from a physician. In special cases, such as bronchial inhalers for asthmatic children or a diabetic pump, the child may be permitted to administer his/her own medication with staff supervision; written instructions from the physician and written consent from the parent/guardian are required.

**Topical creams, ointments, and sprays,** "Youth/family safe" sunscreen & insect repellent will be provided & administered according to instructions on packaging with completed permission slip from parent/guardian. If you have specific brand your child needs, you will be expected to provide a container labeled with child's full name.





# YMCA of KEWANEE SUMMER CAMP 2018

## PAYMENT POLICY *Your copy to keep*

Weekly fees	Member	Public
2days per week	<b>\$42</b>	<b>\$59</b>
3days per week	<b>\$59</b>	<b>\$74</b>
4days per week++	<b>\$79</b>	<b>\$94</b>
5days per week++	<b>\$97</b>	<b>\$114</b>
Half Day Lunch included 7:45-12:30 / 11:30-5:15	<b>\$11</b>	<b>\$15</b>
Weekly Deposit**	<b>\$5</b>	<b>\$5</b>
Late Registration Fee***	<b>\$10</b>	<b>\$10</b>
Late Pick Up \$5/15minute period after 5:15pm		

Payment Options
<p><u>1- Pay camp fees in full at time of registration.</u> No deposit will be taken as you are paying in full. Late fees will apply if you do not register by the Friday prior to the week of camp.</p>
<p><u>2- Pay a deposit per camp week, per child at time of registration and schedule your payments via bank draft with a credit or debit card, checking or savings account.</u> Parents who have special circumstances such as only being paid monthly or biweekly can take advantage of this option and set up payments dates for the whole summer if they would like. Contact Jodi Wall or Marcy Solomon to set up your payment plan. Payment plans need to be set up to pay in full by the completion of the program.</p>

**++Family discount for 4 or 5 FULL days:** 1st child at regular rate, additional children receive \$5 off per camp week. *Family defined as co-habituating adults or individual adult and their dependents.*

**\*\* Registration Deposit** A \$5 per week, per camper, non-refundable, non-transferable deposit is due to reserve your child's space. This is deducted from the weekly fee and only charged if you are not paying in full.

**\*\*\* Registration Deadline** is the Friday prior to camp. Registration after the deadline (ex- same day or same week registration) adds a \$10 late fee.

**Late Pick Up** a late charge will be collected that night of \$5 per child, per each 15-minute period after 5:15 pm. If late pick up fees are unpaid, your camper will not be permitted to register until they are paid.

**Illness/Missing Camp** In case of illness or injury, all paid fees (except deposit) may be credited with a written note from Physician. The Y is not responsible for refunding fees when campers do not attend due to their own personal schedule changes.

**Co-payments** In situations that require parents to make co-payments (ex-co parenting or assistance programs covering a part of your child's fees), all payments are expected to be on time and follow policy herein. We are required to notify the participating agency in cases when payment is not being made. The parent/guardian is responsible for daily session fees until approval is received into a subsidy program.

**Non-payment** will result in dismissal of my child from the program until payment is received/scheduled.

**Income-Based Scholarship** NO PERSON WILL BE DEPRIVED OF MEMBERSHIP/PROGRAMS BECAUSE OF INABILITY TO PAY. The Y offers financial assistance application for all. Applicants who qualify for financial assistance will pay an affordable portion of fees. Income based pricing is re-evaluated every 6 months, at which time; participants are responsible for re-applying.

**Tax I.D. Number** Your childcare expense may be tax deductible. The tax I.D. of your caregiver is required on your tax forms each year. The YMCA of Kewanee tax I.D. number is 36-2239384.

**Drop off/ Pick up Policy** a responsible person must sign the child/ren in upon arrival and out before leaving each evening. We can only assume responsibility for your child during the time that they are signed into the program. If your child is 8 years or older and would like to be signed out of the program at the end of the day to stay at the Y for open basketball or swimming a letter of written consent from parent/guar to the Youth Development Coordinator is required for each date and occurrence.



# YMCA of KEWANEE SUMMER CAMP 2018

## PERMISSIONS FORM

*Read, Initial in each blank,  
Sign, Return*

Camper's  
Name:

**TRIPS, EXCURSIONS AND PUBLIC PARK FACILITIES** I give permission for my child to attend all Y trips. I authorize Y staff to take my child on walking trips and special excursions to locations such as public parks or local businesses.

**SWIMMING ACTIVITIES** I give permission for my child to participate in daily swimming activities. Please check appropriate swim ability that best fits your child below. The Y reserves the right to assess your child before activities.

<b>Non-swimmer</b> Child is unable to swim	<b>Beginner</b> Child has had some limited swim instruction	<b>Average Swimmer</b> Child swims independently without a float.
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**SUNSCREEN** Circle which best applies.

I give permission for Y staff to apply generic brand sunscreen appropriate for youth to my child as needed.	My child will need special brand of sunscreen that I will be responsible for supplying to camp staff at the start of the summer, with my child's name clearly labeled.	I do not wish for my child to use any sunscreen.
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**INSECT REPELLANT** Circle which best applies.

I give permission for Y staff to apply generic brand insect repellent appropriate for youth to my child as needed.	My child will need special brand of insect repellent that I will be responsible for supplying to camp staff at the start of the summer	I do not wish for my child to use any insect repellent.
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**BEHAVIOR MANAGEMENT** I understand that my child may be removed from the program if they are having behavior issues per the behavior management policy.

**ACCIDENTS** I understand that the YMCA of Kewanee does not provide health or accident insurance for participants.

**EMERGENCIES** I give my permission to authorize emergency health care.

**PAYMENT POLICY** I have read and fully understand the payment policy, I agree to complete the terms of payment.

**PHOTO RELEASE** I hereby grant the YMCA of Kewanee permission to use my likeness in a photograph, video, or other digital media ("photo") in any and all of its publications, including web-based publications, without payment or other consideration. I understand and agree that all photos will become the property of the YMCA of Kewanee and will not be returned. I hereby irrevocably authorize the YMCA of Kewanee to edit, alter, copy, exhibit, publish, or distribute these photos for any lawful purpose. In addition, I waive any right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photo. I hereby hold harmless, release, and forever discharge the YMCA of Kewanee from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

I/we the parent/guardian(s) of (Child's Name) \_\_\_\_\_ Hereby give approval for his/her participation in activities during the current session. I/we assume all risks and hazards incidental to the conduct of the activities and transportation to and from the organizers of the activity, sponsors, and the release, absolve, indemnify and hold harmless the YMCA of Kewanee, the organizers of the activity, sponsors, and supervisors appointed by them. I/we likewise release from responsibility any person transporting my/our son/daughter to the doctor/hospital in case of injury.

Guardian Signature:	Date:
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# YMCA of KEWANEE SUMMER CAMP 2018

## BEHAVIOR MANAGEMENT

*Please read, sign, return*

Camper's  
Name:

At the YMCA we take the safety and happiness of your child very seriously. We are here to help them create memories and thrive in the summer, expanding on their school year learning. We work hard to maintain an environment that gives every opportunity to do this.

As a part of our behavior plan we ask that BOTH parents and campers review the behavior plan together. It is important that your child knows how you feel about their actions and that you support the Y in it's plan to keep your child happy and safe.

### YMCA staff will:

- Maintain consistent behavior expectation & reinforce Y Core Values (*Caring, Honesty, Respect, Responsibility*)
- Guide children by setting clear, consistent, fair limits for behavior.
- Use natural, logical consequences.
- Redirect children to a more acceptable behavior or activity.
- Make eye contact and listen when children talk about frustrations or feelings.
- Guide children to resolve their own conflicts.
- Use effective praise that is immediate, sincere, and specific.
- Modify the environment to attempt to prevent problems before they occur.

### YMCA Youth Development Rules:

- Child must remain in view of staff
- Child must have permission to leave the group
- Fighting not permitted (including hitting, pinching, biting, kicking, spitting, or name calling)
- Child may not harm his/her self, others, or property
- Stealing/using inappropriate language not permitted.

**Behavior Management Action Steps:** *Depending on the severity of the issue, Coordinator will determine which step to begin at.*

Personal time- remove the child from a situation for up to 5 min. so they can regain control of their behavior.

Verbal or written communication - to parent/ guardian regarding a child's behavior.

Behavior Write up- discussed and filled out jointly with observing staff & Camp Coordinator . A parent/guardian meeting will be scheduled to discuss issue. Three write ups in any program year will result in suspension.

Behavior Improvement Plan-will be covered with the parent and child and put in writing for all staff and the child prior to a Behavior Write Up.

Suspension- serious behavior problems may result in immediate suspension guardian would be responsible to pick up child.

Termination- All reasonable efforts will be made to assist children in adjusting to the program; however, if a child is unable to adjust to the program setting and behave appropriately the child may not be able to return to the program. Termination would be a last resort after all actions steps have been exhausted and would be determined by the Camp Coordinator.

Together we have read and understand the behavior plan.

We will work to keep our actions and words caring, honest, respectful and responsible in the Y Program.

Camper Signature:	Date:
Guardian Signature:	Date:





# YMCA of KEWANEE SUMMER CAMP 2018

*Please fill out & return*

Camper's  
Name:

## CAMPER INFORMATION

FULL NAME:		Name camper is called:	
Address :			
Y Member? Y N	Sex: M F	Age:	Birth Date:
School:		2018-19 Grade Level:	
Any physical disabilities/limitations/allergies staff needs to be aware of?			
Does your child have any medication that will need to be administered during hours of attendance? Y** N <i>** additional form needs completed if Y</i>			
Is there any other information that we should know about your child?			
Please list extra activities your child will be involved in this summer in or out of the Y. (IE. baseball, swim or tumbling lessons)			

## CAMPER CHARACTER PLEDGE

I pledge to be an example of good character at camp.

I will be worthy of trust.

I will ask permission before leaving the room or changing activity.

I will be respectful to staff, the facility I am at, those around me, and myself.

I will be responsible for my actions.

I will show I care for myself and for those around me by being positive in my actions and words.

I will do my share.

I will believe in myself.



Camper Signature:

Date:



# YMCA of KEWANEE SUMMER CAMP 2018

*Please fill out & return*

Camper's  
Name:

**MAKE PHOTOCOPIES OF THIS FORM IF YOU ARE ENROLLING MULTIPLE CAMPERS**

## PARENT/GUARDIAN INFORMATION

### Parent/Guardian 1:

Relationship to Child:
Name:
Address (If different from Child):
Y Member? Y N
Email:
Work Place:
Contact numbers: <i>list 3 numbers we can reach YOU at in the order they should be called.</i>
1:
2:
3:
Marital Status:
Authorized to pick child up? Y / N

### Parent/Guardian 2:

Relationship to Child:
Name:
Address (If different from Child):
Y Member? Y N
Email:
Work Place:
Contact numbers: <i>list 3 numbers we can reach YOU at in the order they should be called.</i>
1:
2:
3:
Marital Status:
Authorized to pick child up? Y / N

## PICK UP AUTHORIZATION & EMERGENCY CONTACTS

*I Authorize the following LOCAL people to pick my child up from YMCA; my child will only be released to this list. These persons will be contacted in this order should both guardians be unavailable in an emergency. You may edit this list at any time with the Camp Coordinator.*

FULL Name	Relationship	Phone #1	Phone #2	Address

