



FOR YOUTH DEVELOPMENT[®]
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

**BEST
DAY**

EVER!

BEST. SUMMER. EVER.

**Summer Adventure Day Camp
Tri-Town YMCA
#BestSummerEver**



April 2018

Dear Summer Camp Families,

Welcome to Tri-Town YMCA's 45th year of day camp! Our summer programming keeps kids moving, exploring and learning, but what will really make this the best summer ever is the feeling of achievement, boost in confidence, and the sense of belonging your child will receive! Our dedicated staff will help your child discover their potential and send them back to school with plenty of camp stories to share!

Following this letter is our summer camp parent handbook. In this handbook you will find the camp routines, policies, and procedures. Please go over this information with your campers so they are aware of what to expect when they attend camp this summer.

Please let me know if you have any questions concerning any aspect of the camp. My staff and I look forward to seeing you this summer! Thank you for your continued support and patronage of the Tri-Town YMCA.

Sincerely,

Tansy Moy

Youth Development Director



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Come say HELLO to your child's camp counselors and ask any questions you may have before camp begins June 4th!

You're Invited To:
**TRI-TOWN YMCA's Young Explorers, Ad-
venture Trails, & Champions**
**Meet the Counselor
Night!**

When: Thursday , May 31 2018

Time: 6:30 PM -7:30 PM

Where: Calvary Episcopal Church
105 W. Maple St.
Lombard, IL. 60148

You can also pick up your camp t-shirt!



General Camp Information

Location:

The Tri-Town YMCA Young Explorers, Adventure Trails & Champion Day Camp takes place at the Calvary Episcopal Church at 105 W. Maple St. Lombard, 60148

Hours and Days of Operation:

The Tri-Town YMCA Day Camp begins at 9:00am and lasts until 4:00pm, Monday-Friday. Extended camp, which runs from 7am-9am and 4:00pm -6pm, is available for an additional charge.

Tri-Town YMCA offers 10 weeks of Summer Day Camp. Camp dates are listed below:

Week # 1: June 4-8(On-Site Science) Week #6: July 9-13(Cosley Zoo)
Week # 2: June 11-15(Fullersburg woods) Week #7: July 16-20(Chicago Sky)
Week # 3: June 18-22(Shedd Aquarium) Week #8: July 23-27(Kane County Cougars)
Week # 4: June 25-29(Wild West Town) Week #9: July 30-3(Pump it up)
Week # 5: July 2-6(Legoland)*No Camp 7/4 Week #10: August 6-10(On-site Talent Show)

Camps:

Young Explorers Trails:	Age 6—Entering 2nd Grade
Adventure Trails:	Entering 3rd Grade—Entering 6th Grade
Champions:	Entering 6th Grade—Entering 8th Grade

About Our Staff:

We hire mature and enthusiastic staff to help us provide a quality, safe and enjoyable program for all involved. All staff are trained to work with children in a summer camp and trained in CPR/First Aid & child abuse prevention. A criminal background check and reference checks have been conducted, documented, and filed on all staff. The majority of our staff are college age and above and have a passion for working with children.

Parent Notification of an Injury or Illness:

Please note Tri-Town YMCA camp staff will notify a parent/guardian listed on the child's health form for all illnesses or injuries except minor cuts, bumps, and scrapes.

Please make sure to contact the office with any changes to emergency contacts, phone numbers, and your child's medical history.

Weekly Camp Schedule:

Camp schedules will be emailed to parents each Friday before the week of camp. There will also be printed copies available in the office. Please refer to these schedules for field trip days, pool days, and information on the theme for the week.





Y Camp Staff

Compassionate, Cause-Driven Leaders!

As Counselors & Program Staff we promise to:

- Be fully prepared for each day of camp.
- Provide our camp schedule on the Monday of the week with details on what to bring
- Provide rich and varied camp experiences.
- Maintain a positive stimulating environment promoting your child's development.
- Foster self-esteem among campers.
- Believe in the value of each individual child.
- Encourage open communication between home and camp.
- As professionals, continue to learn and grow.

How To Contact Us:

Camp Absences

If your child is unable to attend a day of camp, please inform the YMCA by calling us at (630) 629-9622. There is an answering machine available for your message if you call during a time when the office is not open. *Refunds will not be given for absent children.*

Changes to Authorized Pickup List, Emergencies, General Camp Questions

Youth Development Director Tansy Moy P 630-629-9622 x102 E yskids@tritownymca.org

Enrollment

Enrollment Specialist Joellen Beranek P 630-629-9622 E volunteer@tritownymca.org

Billing Questions

Accounting Manager Phyllis Schuler P 630-629-9622 x105 E billing@tritownymca.org

(Mondays, Tuesdays, Thursdays)

To Reach Camp Staff After 4:00 PM

Please call the YMCA extended camp cell phone at (630) 337-0817.

Meet Your Camp Staff:

Adventure Camp: Camp Cell Phone (630) 337-0814

Laura Stumpff (Director), Brian Van Der Dyke, Sammy Cesario

Champions Camp: Camp Cell Phone (630) 337-0815

Mike Carlson (Director), Grace Amador

Young Explorers Camp: Camp Cell Phone (630) 337-0816

Dan Roehrig (Director) , Rachel Matas, Mierra Mason



What To Bring To Camp (And What Should Stay Home!)

Bring To Camp:

- Backpack (labeled with camper's name)
- Cool, comfortable play clothes (dress appropriately for the weather and outdoor activities!)
- Gym shoes (please no heeled gym shoes, no sandals and no open toe shoes with the exception of pool days)
- Healthy lunch (labeled with camper's name)
- Water bottle (labeled with camper's name)
- Sunscreen (labeled with camper's name)
- Camp t-shirt (field trip days only, please label shirt with camper's name)
- Swimsuit
- Towel

Optional Items:

- Hat
- Sunglasses
- Goggles
- Healthy snack



Items To Leave At Home:

Electronics of any kind, cell phones, flip flops/open toe shoes, dressy clothes, jewelry, trading cards, toys, items of value.

TRI-TOWN YMCA WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN ITEMS. Please do not send toys from home. Cell phones and/or other electronic devices are not allowed at camp or on field trips. Parents need to reach campers by contacting camp staff.

Prohibited on Y Property:

The Tri-Town YMCA prohibits all persons who enter Y property from carrying a handgun, firearm, or weapon of any kind onto the property regardless of whether the person is licensed to carry the weapon or not. Additionally, alcoholic beverages and/or drugs are not permitted in YMCA facilities or on Y property.

Summer Camp T-Shirts:

All campers will receive one YMCA day camp shirt that is to be worn on field trip days. Additional camp shirts are available to purchase for \$12 each. Any camper who does not wear a camp shirt on a field trip day will be issued a new shirt, and the parents will be billed for that shirt. Shirts are available in the Y office, and they will be given to your child the Monday of their first week of camp.

Lunch and Snacks:

Campers are required to bring their own lunch to camp. It is recommend that campers bring a brown bag lunch, especially on fieldtrips. Please make sure appropriate snacks and drinks are provided. Please label your campers lunch. An afternoon snack will be provided at 4:30 PM during late camp.

Camp Schedule

Young Explorers:

Monday:	On-Site Day
Tuesday:	Swim Lessons at B.R. Ryall YMCA/Afternoons at Tri-Town YMCA
Wednesday:	Field Trip Day
Thursday:	On-Site Activities
Friday:	Activities Swim Lessons at B.R. Ryall YMCA/Afternoons at Tri-Town YMCA

*Week #1: June 6-10 No Off-Site activities

Adventure Camp and Champions:

Mondays:	On-Site Activities
Tuesdays:	Nature Outing
Wednesday:	Field Trip Day
Thursday:	Cookout
Friday:	Pool Outing

- ◇ Cookouts will involve parent participation to bring in food. Please look for a sign up sheet each week to find out what to send with your child Thursday morning.
- ◇ Please note schedule changes may be made on a weekly basis to accommodate field trip availability and other adjustments.

Sample On-Site Day Camp Routine

7am-9am	Early Camp Free Choice/Reading/Games
9am-9:15am	Opening Ceremony
9:30am-10am	Circle Sharing Time/Go Over Day's Activities With Campers
10:10am-10:30am	Sports Activity (examples: softball, kickball, four square, soccer etc.)
10:40am-11:20am	Team Building Activity
11:30am-12pm	Lunch
12pm-12:40pm	Craft Activity
12:40pm-1pm	Character Development Activity
1pm-2pm	Free Choice/Gym Time/Playground Time
2pm-2:20pm	Nature Walk
2:30pm-3pm	Reading Time
3:10pm-3:40pm	Camp Game (physically active and non-physically active)
3:45pm-4:00pm	Sign Out/Sign In To Extended Camp
4:15pm-4:30pm	Late Camp Closing Ceremony
4:30pm-5pm	Late Camp Snack
5pm-6pm	Late Camp Free Choice

Sample Field Trip Camp Routine

*Field trip times will vary. Check your weekly schedule!

7am-9am	Early Camp Free Choice/Reading/Games
9am-9:15am	Opening Ceremony
9:30am-10am	Circle Sharing Time/Go Over Day's Activities With Campers
10:10am-10:30am	Craft Activity
10:40am-11:20am	Camp Game
11:30am-12pm	Lunch
12pm-12:30pm	Transportation To Field Trip
12:30pm-3:10pm	Field Trip
3:10pm-3:40pm	Transportation Back To YMCA
3:45pm-4:00pm	Sign Out/Sign In To Extended Camp
4:15pm-4:30pm	Late Camp Closing Ceremony
4:30pm-5pm	Late Camp Snack
5pm-6pm	Late Camp Free Choice

- ◇ If there are activities your child may be exempt from participating in due to health reasons, please list them on the child's health form or contact the Y office.
- ◇ Some field trips require signed waivers. Please make sure to return them the Monday of the camp week.

Sign In/Out

- ◇ Parents/Guardians are required to provide their own transportation for the child's drop-off and pick-up each day.
- ◇ Parent/ Guardian MUST sign child in/out when dropped off and picked up.
- ◇ Children must be dropped off by the designated start time at the camp location. Dropping your child off after start time can interfere with camp schedules especially on travel days. We have the right to refuse a child if dropped off after that time. With advance notice, the program director will try to accommodate all schedule conflicts.

Drop off time: 8:50 AM-9:15 AM for day camp hours.

- ◇ Only persons authorized in writing by the parents/guardians may pick up the child. Photo identification will be required for anyone picking up child when not recognized by Y staff. If you need to update your pickup list please call the office at 630-629-9622.
- ◇ If your child has to leave early, or with someone else, please send a note explaining when and where the child will be going. Please be aware of field trip times when your child will be leaving the program

Pick-up time: 4:00 PM-4:10 PM for regular camp hours.

- ◇ In cases where one parent/guardian is restricted or denied the right to pick up a child, the enrolling parent/guardian must provide the YMCA summer day camp with a copy of the court order, which supports the restriction to be enforced.
- ◇ If any person (including a parent/guardian) tries to pick-up a child from a YMCA summer day camp and appears to be under the influence of alcohol or drugs (according to the Y staff), the Y will contact another person on the authorized list to pick-up the child. If the person under the influence insists on taking the child, the Y staff will contact the police immediately.

EARLY/LATE CAMP:

Parents must sign their children in for early camp. Free choice activities at early camp include table games, reading time, crafts, basketball, hula hoops, and more!

Early Camp Drop Off: 7:00 AM-8:45 AM for the morning extended camp

Campers who are in late camp will go into Fellowship Hall and be checked in by the late camp staff. Late campers will participate in closing ceremonies before having snack. Children MUST be signed out from late camp by a person on the authorized pick up list. Please use the front entrance to sign your child out. On afternoons when the weather is nice, late camp may be at the playground next to the church instead of the gym. Pick-ups after 6:00 PM are subject to a charge.

Late Camp Pick-Up: 4:10 PM -6:00 PM for the afternoon extended camp.

Policies

Cancellation/Transfer Policy:

- ◇ Cancellations for a week of camp must be made on or before the Friday that the payment is due. If there is no documentation of a withdrawal, you will be responsible for payment in full.
- ◇ Camper transfers from one session to another or from one program to another will only be made if space is available.
- ◇ Cancellations and transfer requests must be made in writing.
- ◇ A \$10 service fee will be charged for each withdrawal or change after registration is completed.

Waitlist Policy:

- ◇ In the event that a camp fills prior to your registration, you may place your child on our waiting list. You will be contacted if a spot becomes available.

Payment Policy:

The YMCA is a non-profit organization. It is our intent to provide the highest quality service at the lowest cost to parents.

- ◇ All families must pay a \$25 non-refundable registration fee for camp.
- ◇ Payment for the week of camp are due IN FULL the Friday before the session begins in order for the child to attend camp. No refunds are given for absences.
- ◇ Automatic weekly credit/debit card and bank draft withdrawal plans are available for anyone who does not want to pay the full balance during registration. A credit card or bank account must be on file, and it will be charged in case of late fees. Payments may also be made online at any time. Visit www.tritownymca.org and click the "Register" button to log in to your account and make a payment.
- ◇ Families are not eligible to register for additional programs with an outstanding balance.
- ◇ All checks are to be made out to: Tri-Town YMCA. Any returned checks are subject to a \$25.00 returned check charge plus any incurring bank fee. If we receive two returned checks, we will require cash or credit card payments only from then on.
- ◇ When funds are available, the Y will provide Financial Assistance based on household income and household size. Financial Assistance is made possible through grants from local foundations, donations, annual support campaigns and fundraisers. Please see our Financial Assistance application for more information.
- ◇ Financial Aid is available through the Illinois Department of Human Services Child Care Assistance Program. Find out more online at <http://www.dhs.state.il.us/> or call 1-800-843-6154.

Late Pick Up Policy:

- ◇ The pick up time for regular camp hours is between 4:00-4:10 PM. If your child stays past that time, and they are not registered for late camp, you will be charged for the late camp
- ◇ **If children remain past closing time (6:00 PM), a \$10.00 per 15 minutes per child late fee will be charged. Example: 6:00p-6:15p \$10.00 late fee. 6:15p-6:30p \$20.00 late fee**
- ◇ Our staff have personal commitments after work. For a child that is not picked up on time, every attempt will be made to contact the parent/guardian. If no contact is made, every available phone number on the child's registration form will be called. If no contacts are available, the **local police** will be called 1 hour after program has ended.
- ◇ Late pick up fees must be paid within two weeks of issue date.

Our Commitment To Healthy Living:

As an organization, the YMCA has three focus areas. We are for youth development, for healthy living, and for social responsibility. We constantly strive to be leaders in these three areas. As part of our Healthy Living initiative, we have expanded our longtime commitment to youth by adopting a set of standards, called the Healthy Eating and Physical Activity Standards, (HEPA). These standards build a healthier future for our nation's children by providing environments rich in opportunities for healthy eating and physical activity. **We will:**

1. Establish a minimum of expected physical activity for children of different ages enrolled in our programs. For our summer programs, we will offer at least 60 minutes of physical activity each day.
2. Y staff will model active lifestyles by participating in physical activities with the children.
3. Designate water as the primary beverage during snack times and offering fruits and vegetables as snack options at every snack or meal.
4. Have children serve themselves "family style" during meal times. All grains are whole grains, food is free of sugar as one of the first three ingredients, and no fried foods will be served.
5. Y staff will model healthy eating behaviors at all times.
6. Eliminate screen time.

Parents can support us in our efforts by:

1. Not sending children with sugar sweetened beverages (such as soda or sports drinks) other than 100% fruit juice! Campers will be very active on hot summer days! Pop can make children more thirsty. Please pack a water bottle instead to keep kids cool and hydrated.
2. Not sending fried foods or snack foods high in sugar which can make kids tired halfway through the day. We have plenty of fun planned all day long!
3. Packing fruits and vegetables in your child's lunch! Fruits and vegetables have plenty of nutrients to keep kids energized, healthy and ready for camp.

Health & Safety Policy:

The YMCA Summer Day Camps are committed to meeting the health and physical needs of youth; therefore the following policies have been adopted:

- ◇ YOUTH HYDRATION is critical! Please make sure you send your child with a refillable water bottle each day. Sugary drinks are not allowed at the YMCA.
- ◇ A current registration form with emergency and medical treatment information and authorized pick up will be kept on file for each child. Please let us know if any changes are made to this information.
- ◇ It is in the best interest of your child and the other children if you keep your camper at home when he or she is ill to avoid the spread of contagious diseases. Children with fever, diarrhea, vomiting will not be admitted to the program.
- ◇ If a child becomes ill while at program, the parent will be called immediately to pick up the child. Parents/Guardians will be notified regarding contagious illnesses.





Guidance Policy:

- ◇ The YMCA summer day camps hire and train staff who have experience in elementary, secondary, or early childhood education, recreational programs, or other related child care experiences.
- ◇ Staff are certified in CPR, first aid, food handling, child abuse identification and prevention, and Y policies and procedures.
- ◇ Staffing is based on the ratio of one adult to 8 youth.
- ◇ Our staff are committed to providing an environment that encourages the growth and learning of youth, while always maintaining utmost safety and care and professionalism.
- ◇ It is the goal of the YMCA summer day camps to guide youth in becoming happy, responsible, cooperative participants of the program through positive, non-threatening teaching and behavior management techniques.
- ◇ It is our policy to avoid forms of discipline that might impair the youth's self-respect. The staff's role is one of a strong leader who help campers grow towards self-discipline and self-direction.
- ◇ Additionally, the Y feels that it is not appropriate to have social media relationships between staff and families that we serve. Staff are encouraged to uphold professional standards at all times.

Expectations

Please review the following with your camper!

As your child's counselor, we have certain expectations of each camper. We expect your child to:

- ◇ Come to camp prepared for the day.
- ◇ Participate at his or her best in all activities.
- ◇ Listen and follow directions.
- ◇ Be responsible for appropriate behavior at camp, on field trips and while traveling to and from destinations.
- ◇ Be respectful of everyone, including counselors, adults and fellow campers.

Bus Rules/Expectations:



All campers are expected to follow the YMCA's Bus Rules when riding in the YMCA or First Student Bus:

- ◇ No standing up.
- ◇ Sit facing the seat in front of you at all times
- ◇ Keep feet out of the aisle way.
- ◇ Eating food is not allowed. Drinking is ok if it is a plastic bottle with a top.
- ◇ Put up windows at end of day and thank the bus driver.

Camper consequences of not meeting expectations:

The following will result in a warning:

- Lack of following directions/ listening
- Bickering amongst campers

After 2 warnings, additional misbehavior will result in a thinking time-out

The following will result in a thinking time-out:

- Third Warning
- Using inappropriate language
- Making fun of other kids
- Disrespecting a counselor
- Pushing/Shoving
- Not following bus safety rules
- Not checking in for pool
- In wrong pool

Two thinking time-outs in one day will result in a note home

Three notes home in any span of time will result in a suspension from camp.

Physical Fighting will result in an immediate suspension from camp.

Three suspensions from camp will result in expulsion from camp. Once a child is expelled from any Tri-Town YMCA program, they will not be allowed to participate in any other Tri-Town YMCA program .

Discipline Policy:

The YMCA adheres to the highest safety standards. We also apply the four core YMCA values of Caring, Honesty, Respect, and Responsibility to all programs and activities. Camp is supposed to be a fun place for EVERYONE, so it is important that all campers follow the camp guidelines. The standards we have are there to sustain an environment in which every member of the camp community can feel welcome and respected. If a child's actions cause an immediate severe threat to a peer, themselves, or a staff member, or serious disruption of normal program proceedings, the child's parents/guardians will be contacted. The incident will be documented and suspension will result.

Pool Days!

Please make sure you reviewed your child's swimming authorization at the time of registration. Your child will only be permitted to swim in the depths that you have indicated. All pools that we visit do have lifeguards.

SAFETY is the Y's first priority. All our staff are CPR & First Aid certified & receive a pool safety training prior to camp. It is expected of all staff to remain engaged with children the entire time while at the pool. Children are allowed access to certain swim areas based on swimming experience.

SUNSCREEN must be applied in the morning prior to coming to the Y! Please send your child with sunscreen. Children will get multiple opportunities to reapply sunscreen throughout the day.

SWIMSUITS & DRY CLOTHES: Dress your child in their swimsuits, underneath their clothing at the beginning of a swimming day. You will need to send them with a set of dry clothing to wear after they are done swimming. Girls must wear a one piece swimsuit.

SWIM TOYS: Please leave all swim toys at home. The only acceptable items are goggles, water wings or personal flotation devices (PFD's: life jackets) for those children that are not strong swimmers. The Y is not responsible for lost or stolen items.

While at the pool it is imperative that the campers know and follow the pool rules for their safety and fun. Please review these with your child.

POOL RULES

1. Stay in assigned section of the pool based on swim levels.
2. No roughhousing in the water.
3. Do not dunk other swimmers.
4. Do not hold anyone under water.
5. Always walk. No running in the pool areas.
6. Changing rooms are not play areas. Respect others in changing rooms.
7. Respect and adhere to all designated rules of the facility.
8. Use the buddy system: Ask a staff member to use the bathroom and go with two buddies!



Rainy Days:



In case of inclement weather we will return to the YMCA Calvary Church for indoor activities. For temporary cover each location has a shelter for our use. On field trip days that concern outdoor activities we often have a backup plan that will bring us to an indoor activity. The YMCA office is always aware of where the children are in case of a change.

Medications

If your child will be taking any medication while at camp, please drop it off at the YMCA office the week before camp begins. Along with the medication please give complete instructions as to how the medication should be administered, as well as a written statement and signature giving our director your permission to administer the medication. Do not send medication with your child to camp. Records of all medication given will kept in a log book by the appropriate camp director.

All medications must be in the child's original medicine bottle with the doctor's name and child's name on it.

Tri-Town YMCA Medication Authorization

Child's Full Name (Print): _____

Child's Camp: _____

Name of Medication: _____

Directions To Administer Medication During Camp Hours:

Dosage of Medication (How much should be taken):

Time(s) Medication Should Be Taken (Ex: as needed, after lunch, etc.):

Additional Information Counselor Should Know:

Physician's Name: _____ Phone: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date: _____

For Counselors: All medications are to be stored in a locked container, and they are to travel with you on field trips and pool days.



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Acknowledgment of Summer Camp Policies & Procedures

By signing below, I attest that I have read the Tri-Town YMCA Summer Camp Parent's Handbook, and I agree to all the policies and procedures. I have also reviewed the schedule, expectation, and consequences with my camper.

Print Name: _____

Signature: _____

Date: _____

Camper's Signature: _____

Please return to Y office before your first week of camp.