



FOR YOUTH DEVELOPMENT<sup>®</sup>  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



**BEST  
DAY**

**EVER!**

**BEST. SUMMER. EVER.**

**Y's Campers Summer Day Camp  
Tri-Town YMCA  
#BestSummerEver**



May 2018

Dear Summer Camp Families,

Welcome to Tri-Town YMCA's 46<sup>th</sup> 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 6th!

**You're Invited To:**  
**TRI-TOWN YMCA's Villa Park Camp**  
**Meet the Counselor**  
**Night!**

**When: Thursday, May 31, 2018**

**Time: 6:30 PM -7:30 PM**

**Where: North Elementary School  
150 W. Sunset**

**Villa Park, IL 60181**

**You can also pick up your camp t-shirt!**



# General Camp Information

## Location:

The Tri-Town YMCA Y's Campers summer day camp is located at North Elementary School, 150 W. Sunset, Villa Park, IL 60181. Upon arrival, park in the front parking lot near Door #1. The program will take place in the cafeteria area. Please use Door #1 to directly access the program in the Cafeteria.

Directions: North Elementary School is located north of St. Charles Rd in Villa Park, and just east of Addison Rd along W. Sunset St.

## Hours and Days of Operation:

The Tri-Town YMCA Day Camp begins at 7:30am and lasts until 5:30pm, Monday thru Friday. Tri-Town YMCA offers 10 weeks of summer day camp. Camp dates are listed below:

Week # 1: June 4-8

Week #6: July 09-13

Week # 2: June 11-15

Week #7: July 16-20

Week # 3: June 18-22

Week #8: July 23-27

Week # 4: June 25-29

Week #9: July 30-8/3

Week # 5: July 2-6 (No Camp 7/4)

Week #10: August 6-10

District 44 First Day of School Monday August 13.

District 45 First Day of School Wednesday August 15, no programs will be running on August 13 and 14.

## \*North School Drop Off:

During camp weeks 2-7, please drop off your camper no later than 9am at North School in Villa Park. North School is located at 150 W Sunset Dr., Villa Park, IL 60181. During these weeks, campers will be participating in our Readers Are Leaders program administered by certified teachers and teaching assistants.

**Pick-up will always be at North Elementary School**

## 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. Our staff 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 provided to parents each Friday before the week of camp. There will also be printed copies available at the camp. Please refer to these schedules for pool days and information on the theme for the week. Please be sure we have your current email address.





# Villa Park 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](mailto:yskids@tritownymca.org)

#### Enrollment

Enrollment Specialist            Joellen Beranek            P 630-629-9622            E [Volunteer@tritownymca.org](mailto:Volunteer@tritownymca.org)

#### Billing Question

Accounting Manager                Phyllis Schuler            P 630-629-9622 x105    E [billing@tritownymca.org](mailto:billing@tritownymca.org)  
(Mondays, Tuesdays, Thursdays afternoon)

#### To Reach Camp Staff At North School

Yolanda Black, Y's Campers Director

Camp Cell Phone (630) 464-2186



# 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)
- Water bottle (labeled with camper's name)
- Spray sunscreen (labeled with camper's name)
- Camp t-shirt (pool 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. Parents need to get messages to campers by contacting camp staff. Any electronic devices that are seen will be kept by the counselor until parent pick-up.

## 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 pool days. Additional camp shirts are available to purchase for \$5 each. Any camper who does not wear a camp shirt on a pool 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.

## Breakfast & Lunch

Breakfast and lunch are provided Monday-Friday, for free, to all campers in partnership with the Northern Illinois Food Bank. All meals fulfill our healthy eating guidelines, and meal schedules are posted at the school. Siblings of campers are welcome to eat breakfast with us, as extra meals will be available to anyone 18 years old or younger.

Breakfast is served from 7:30am-8:30am at drop off location

Lunch is served from 11:30am-12:30pm



# Villa Park Camp Schedule

## Y's Campers Camp Schedule

- ◇ June 25-August 3 (Monday to Thursdays)      Readers are Leaders at North School
- ◇ June 19: Field Trip      Shedd Aquarium 9:30a-2:00p
- ◇ Wednesdays and Fridays:      Jefferson Pool Days.  
Send your child with swimsuit, towel & sunscreen!
- ◇ Thursdays:      Mobile Library at Jefferson Middle School
- ◇ On-Site Field Trips: The Y is working with local community groups and businesses to bring on-site field trips to our Y's campers day camp. Check weekly schedules for upcoming demonstrations your child won't want to miss!

### Sample June 25-August 3 Day Camp Routine (Readers are Leaders Program)

7:30am-8:30am	Drop Off at <u>North School</u> /Breakfast
8:30am-9am	Opening Ceremony
9am-11:15am	Readers Are Leaders
11:15am-11:45 am	Playground & Outdoor Activity/Sports
11:45-12:00 pm	Prepare for lunch
12:00—1:00 pm	Lunch & Nutrition Education/Activity
1:00pm-2:30pm	Library or Pool or Arts/Craft or Onsite "Field Trip"
2:30 pm-3:00 pm	Bible Study (optional)
3:00 pm-3:30pm	Playground & Outdoor Activity/Sports
3:30pm-4:00 pm	Camper Choice/Activity Stations/Gardening
4:00 pm-4:30pm	Snack
4:30pm-5pm	Closing Ceremony
5pm-5:30pm	Team Building or Buddy Reading/Pick Up



Pro-



### Sample June 4-June 22 & August 6 -Aug 10 Pool & Camp Routine

7:30am-8:30am	Drop Off at <u>North School</u> /Breakfast
8:30am-9am	Opening Ceremony
9am-9:30am	Character Development
9:30am-10:30am	Playground & Outside Activity/Sports
10:30am-11am	Reading Time
11:am-12:00 pm	Science/Nature or other Enrichment
12:00—1:00 pm	Lunch & Nutrition Education/Activity
1:00pm-2:30pm	Library or Pool or Arts/Craft or Onsite "Field Trip"
2:30 pm-3:00 pm	Bible Study (optional)
3:00 pm-3:30pm	Playground & Outdoor Activity/Sports
3:30pm-4pm	Camper Choice/Activity Stations/Gardening
4:00 pm-4:30pm	Snack
4:30pm-5pm	Closing Ceremony
5pm-5:30pm	Team Building or Buddy Reading/Pick Up



# 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.

**Drop Off Time:** 7:30 AM-9:00 AM

- ◇ 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.

**Pick-up Time:** 4:00 PM-5:30 PM

- ◇ 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 give us a signed note or email before hand explaining when and where the child will be going. Please be aware of field trip times when your child will be leaving the program
- ◇ 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.





# Policies

## Cancellation/Transfer Policy:

- ◇ Cancellations for a week of camp must be made by the Thursday at noon before the payment is due. There will be a \$10 administrative fee .If such cancellation is not made, you will not be refunded.
- ◇ Camper transfers from one session to another or from one program to another will only be made if space is available and will incur a \$10 administrative fee per week.
- ◇ 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 interest/ waiting list. All on the interest list will be contacted if a spot becomes available, and the first to respond will receive the spot.

## 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.

- ◇ Each camper 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. 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](http://www.tritownymca.org) and click the "Register" button to log in to your account and make a payment.
- ◇ Families that are two weeks past due balance are not eligible to register for additional programs, and will be charged a \$10 late fee each week. After two weeks of an outstanding balance the child cannot participate until tuition is paid in full.
- ◇ All checks are to be made out to: Tri-Town YMCA. Any returned checks are subject to a \$20.00 returned check charge plus any incurring bank fee. Declined credit/debit cards will also be charged a \$20.00 fee.
- ◇ Split payments can be accommodated , however each party is responsible for their portion of the payment. All payments **must be paid** in order for the child to participate in the program.
- ◇ When funds are available, the Y will provide Financial Assistance based on household income and household size. Financial Assistance is made possible through grants, donations, and fundraisers. Please see our Financial Assistance application for more information.
- ◇ Financial Aid may be 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 4:00-5:30 PM. If your child stays past that time, you will be charged \$10 for every 15 minutes late. After one hour, the local police will be contacted.
- ◇ **If children remain past closing time (5:30 PM), a \$10.00 per 15 minutes per child late fee will be charged. Example: 5:30p-5:45p \$10.00 late fee. 5:30p-6:00p \$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.

## 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. There will be no screen time unless it engages kids in activity.

### Parents can support us in our efforts by:

1. Not sending children with sugar sweetened beverages (such as soda or sports drinks)! 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. Foods or snack foods high in sugar can make kids tired halfway through the day. We have plenty of fun planned all day long!
3. At Y's Campers we will provide meals that include fruits and vegetables which 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.

### 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 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. Once the child is expelled from any Tri-Town YMCA program, they will not be al-

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### 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. 11

# Readers Are Leaders!

Y's Campers summer day camp will feature six weeks of instructive, explorative, engaging literacy activities designed to build on your child's reading and writing knowledge. This program will take place Monday-Friday from June 11-July 20 (Weeks 4-9) at North School, 150 W. Sunset Dr., Villa Park, IL 60181.

The program is focused on making reading FUN, while fulfilling Summer Learning Loss Prevention (SLLP) goals. Additionally children will participate in hands on activities which align with our Science theme.

The science theme for the first couple weeks will be learning about plants and nutrition. In the afternoons kids will have first hand experience in planting a garden, and caring for it.

## **Two Additional Forms Are Required For This Program:**

- 2018 SLLP Program Registration
- 2018 SLLP Consent To Participate in Program



# 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 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. **Children will be tested for swimming ability by Jefferson Pool lifeguards.**

SUNSCREEN must be applied in the morning prior to coming to the Y! Please send your child with spray 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. One piece swimsuits are preferred for girls.

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 North Elementary school 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: \_\_\_\_\_

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**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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FOR SOCIAL RESPONSIBILITY

### **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, expectations, and consequences with my camper.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Camper's Signature: \_\_\_\_\_

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