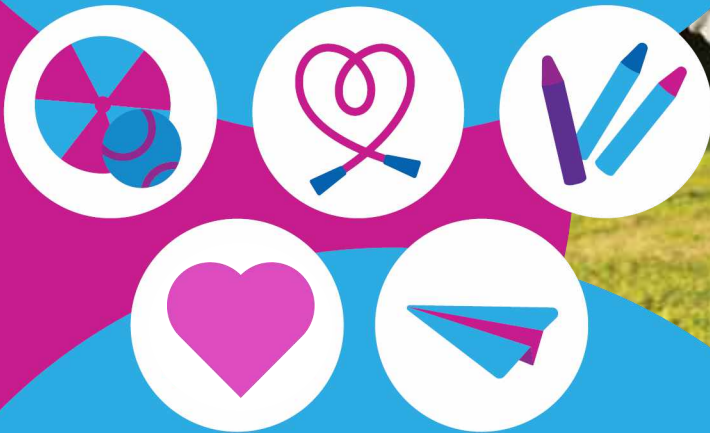




FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BEST SUMMER EVER™



Participant Handbook for
2020 Tri-Town YMCA Summer Camps
105 W. Maple Street, Lombard, IL 60148
630.629.9622 | tritownymca.org





Tri-Town YMCA at Calvary Church

105 W. Maple Street, Lombard, IL

tritownymca.org | 630.629.9622

Tri-Town YMCA Mission Statement

Tri-Town YMCA has three areas of focus supportive of its mission to unite and serve persons of any religious faith or none, in order to strengthen the community and the individual through growth in body, mind and spirit, by way of living Christian principles.

These three areas of focus are: Youth Development, Healthy Living, and Social Responsibility.

Information in this handbook is subject to change at the discretion of management.

Camp Contact Information

Tri-Town YMCA's Administration Offices are open M-F, 10:00am-4:00pm. The following are the telephone numbers that you can reach us at during the day and before and after office hours:

Administration Offices

Monday - Friday, 10:00am-2:00pm

630.629.9622

Camp Cellphone

Monday - Friday, 6:30am-6:30pm

You will be provided with a cellphone number that is specific to your campsite on the first day of camp.

Camp Email

camp@tritownymca.org



Dear 2020 Tri-Town YMCA Summer Camp Families,

The past several months have been a time of change for all of us, and at Tri-Town YMCA we have been committed to preparing a summer curriculum that helps to reintroduce your child(ren) to small, group environments in a fun, socially distanced, and safe way. We are honored to have your child(ren) spending their summer moving, exploring, and learning with us. And, what will make this the best summer ever is the feeling of achievement, boost in confidence, and the sense of belonging camp participants will receive while discovering their potential!

Following this letter is our summer camp handbook. In this handbook, you will find the camp routines, policies, and procedures. Please go over this information with your child(ren) so they are aware of what to expect when they attend camp this summer. Tri-Town YMCA continues to routinely evaluate our policies with our partners at the local and state health departments, Centers for Disease Control, and other organizations focused on youth health and well-being. Should information change, we will communicate this information with you. Tri-Town YMCA

Camps for children in Kindergarten to 8th Grade are considered licensed-exempt and are not regulated by the Department of Children and Family Services (DCFS). However, many of our rules do adhere to DCFS standards.

If you have any questions, please do not hesitate to reach out to us. We look forward to seeing you this summer and thank you for your continued support of Tri-Town YMCA.

Sincerely,

Holly

Holly Zielinski, Program Director
development@tritownymca.org

630.629.9622

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*Please note, all information in this handbook is subject to change.
For general registration information, please contact our Administration Office or visit tritownymca.org.*



Tri-Town YMCA Employees & Camp Ratios

Tri-Town YMCA employees are professional people ready to provide your child with the Best. Summer. Ever.® Our employees are all CPR, First Aid, and AED certified in addition to having education and/or experience working in child development. Employees are required to complete comprehensive background checks as part of their employment with Tri-Town YMCA. Our staff to camper ratio is one staff member to every eight children are better than the state requirements (1:20 for school-age children). At this time and in compliance of recently released standards for reopening per the State of Illinois, camp group sizes are not to exceed 15 campers. At the start of each week, campers will be assigned their group and counselors. Campers will remain in this group for the duration of the week. This is in compliance and follows the camp guidelines recently published by the Centers for Disease Control, the American Camping Association, and the YMCA of the USA.

Camp Arrival & Dismissal

Camp participants may be brought to camp as early as 6:30am and picked up as late as 6:30pm. We do ask that campers arrive by 9:00am so that they can participate in our daily camp opening ceremonies. Campers are to be picked up between 4:00pm and 6:00pm by a parent/guardian or a designated adult 18 years or older.

Upon arrival, campers and their parent/guardian dropping them off will have their forehead scanned with a temporal thermometer to ensure everyone is free from fever. Tri-Town YMCA considers a fever to be 99.0°F or greater. After having their foreheads scanned, campers will need to take off their outdoor shoes and switch into their indoor shoes and proceed to the washroom where they will wash their hands. Campers will have a designated space where they can put their backpacks and shoes.

A parent sign-in/out procedure is in place at camp and must be followed each day. If a parent/guardian wishes to add additional designated adults to pick up their child(ren), they may do so by completing a paper form and submitting it to Tri-Town YMCA's Administration Office. Camp participants will not be released if this procedure is not followed. Staff may ask for an photo ID until they become familiar with the child(ren)'s pick-up person.

If a camp participant will be arriving to camp late or departing early, please inform the Camp Coordinator in writing or by calling the Tri-Town Administration Office as soon as possible. The phone number that can be called M-F, 10:00am-2:00pm is 630.629.9622

Late Pick Up

If a camp participant is picked up after 6:30pm, a \$1 fee will be charged for every minute late. For families with multiple children, the fee will be assessed for each participant. For any camp participants who are not picked up within one hour, every attempt will be made to contact the parent/guardian. If no contact is made, every available phone number on the child's emergency contact list will be called. If no contact is made, the local police will be contacted. Late fees will be automatically charged to your credit card.

What to Wear to Camp

Camp participants will be active throughout the day, and there is an excellent possibility that they will get dirty. Camp participants should wear clothing that is comfortable and appropriate for the weather.

Open-toed shoes are not allowed as they offer little protection against sticks and other objects that are out in nature. ***In accordance with the State of Illinois, campers will need to have a separate clean pair of shoes or socks that they can keep on site to wear indoors and will be required to wear a face mask. Masks will be permitted to be taken off during eating times and while participating in outdoor activities.***



What to Bring to Camp

Each day, camp participants should bring the following items marked with their name:

- | | | |
|-----------|--|---------------------------|
| Backpack | Water Bottle | Sunglasses |
| Hat | Sunscreen Spray, if applicable | Medication, if applicable |
| Face Mask | Clean shoes and socks to wear when indoors | |

***Unless otherwise arranged, please do not bring toys or electronic devices.
Absolutely no weapons or knives are permitted.***

Snacks, Meals & Water

Tri-Town YMCA in collaboration with the Northern Illinois Food Bank provides all campers with a healthy breakfast and lunch each day. Campers will also be provided with a afternoon snack. Should a camp participant have special dietary needs or would prefer to bring their own food to camp, they are welcome to do so, but please inform your Camp Coordinator so that we can order the correct quantity of meals and snacks. Please keep in mind that Tri-Town YMCA endorses a healthy eating environment. We ask that sodas, sugary beverages, candies/desserts, and fried foods are not brought to camp. Campers should bring a water bottle with them to camp each day so that they can stay hydrated throughout the day.

Curriculum, Themes & Field Trips

All Tri-Town YMCA Camps will incorporate a fun weekly theme and daily activities that provide enriching opportunities for personal growth and learning. Curriculum areas include science, technology, engineering, arts, mathematics (STEAM) as well as reading and writing activities. To help prevent summer learning loss, each day, camp participants will spend some time journaling about their day or a specific topics. The following are the themes for camp:

Week	Theme
Week 1 6/1-6/5	Superheroes
Week 2 6/8-6/12	Grossology
Week 3 6/15-6/19	Animal Adventures
Week 4 6/22-6/26	Camp Hogwarts
Week 5 6/29-7/2*	Party in the USA
Week 6 7/6-7/10	Jedi Training
Week 7 7/13-7/17	You've Got Talent
Week 8 7/20-7/24	Rock n' Roll Summer
Week 9 7/27-7/31	Shark Week
Week 10 8/3-8/7**	Y Olympics
Week 11 8/10-8/14**	Luau

**Indicates this is a four-day camp week. Weekly fees will be prorated.*

***Indicates that the program location may be held at an alternate site so that school facilities can setup for the school year.*



Field Trips/Fun Fridays

Due to the COVID-19 pandemic, camp participants will not be taking off-site field trips. We have planned our new Fun Fridays program where we will depart from our daily routine and bring in new adventures such as inviting magicians, companion animals, balloon artists, or other child-friendly entertainment to visit us on site in a safe manner.



Nature Trips

Each week, camp participants will go on nature trips. These trips may be right in the backyard, on local nature paths, or nearby nature sanctuary locations, weather permitting. If a camp participant needs to be picked up early and it is during a time when they are away for a nature trip, please be sure to make arrangements with the Camp Coordinator as soon as possible so they can develop a pickup plan and notify camp and office staff.

Sample Daily Schedules

These schedules are a sample of what camp days look like and are subject to change based upon the daily program needs. You will also receive a more detailed calendar of what your child(ren)'s schedule will be for the week along with a menu.

Daily Camp Schedule

6:30am-10:00am	Table Activities/Centers & Morning Snack
9:00am-10:00am	Circle Time/Journaling & Outdoor Play
11:00am-1:00pm	Small Group Activities, Lunch, & Sunscreen Reminders
1:00pm-3:00pm	Outdoor Play or Movie Time
3:00pm-4:00pm	Sunscreen Reminders, Snack Time, & Small Group Activities
4:00pm-6:30pm	Table Activities/Centers

Lil' Y's Campers Additional Details

Lil' Y's Campers is a program for children that are entering pre-school in the school year. Children must be potty trained and two years of age by the first day of camp. Campers in this program will follow curriculum that is modified so that it is age-appropriate. In addition, campers in this group will have a designated time for resting after lunchtime.

Lil' Y's Campers Themes	
Week	Theme
Week 1 6/1-6/5	Superheroes
Week 2 6/8-6/12	Grossology
Week 3 6/15-6/19	Animal Adventures
Week 4 6/22-6/26	Camp Hogwarts
Week 5 6/29-7/2*	Party in the USA
Week 6 7/6-7/10	Jedi Training
Week 7 7/13-7/17	You've Got Talent
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Week 10 8/3-8/7**	Y Olympics
Week 11 8/10-8/14**	Luau

Additional Details for Camp Adventure (Campers Entering 6th—8th Grade)

Camp Adventure is for participants who are entering 6th - 8th grade. Thanks to our partnership with School District 45, campers in this program will have additional access to special learning labs in the school where they can make decisions about their camp experience. Participants will have guided and self-discovery opportunities for building new skills in areas such as cooking, coding, and other activities older kids like to try. Campers in this program will also participate in service experiences that help the community such as collecting food to donate to a food pantry, making cards for seniors facing isolation, etc. More information about service projects will be distributed to campers and their parents as camp begins this summer.

Character Development

Tri-Town YMCA is pleased to learn that it has been awarded a national grant for the focus on improving character development and social-emotional learning in youth. The areas that Tri-Town YMCA will be practicing during summer camp include:

- Emotion Management
- Responsibility
- Personal Development
- Relationship Building
- Empathy

As part of this work and in an effort to understand how we can make continual improvements, Tri-Town YMCA may ask you or your camper to participate in surveys that describe how they are feeling about camp. As with all surveys, the data that is collected will be compiled and kept confidential.



Camp Behavior Expectations

All Tri-Town YMCA participants and if appropriate, parent(s)/guardian(s) are to review and agree to the following Code of Conduct:

- Demonstrate positive, respectful, an inclusive behavior.
- Listen and follow directions.
- Profanity and/or vulgar language is prohibited.
- No pushing/shoving.
- Physical fighting and/or threats are prohibited and will result in immediate suspension.
- All garbage/recycling is to be placed in appropriate containers.
- Be conscious of acceptable volume level, especially when riding in Tri-Town YMCA vehicles/school buses.
- While riding in Tri-Town YMCA vehicles/school buses, riders are to remain seated forward and keep the aisle clear.

Participants who do not follow the Code of Conduct may be given a warning, a thinking time-out, an activity time-out, or may be suspended from camp. Three suspensions will result in the dismissal from current and future programming. Parents will be notified by camp staff during pick up time of any concerns that may have come up during the camp day. No refunds will be issued for participants dismissed from Tri-Town YMCA programming.

Medication Administration & Sunscreen Application During Camp

If a participant has prescribed medication that needs to be administered during a program/course/activity/event, a Medication Authorization Form is to be completed. All medications must be in the original packaging and include the name of the participant and the prescribing doctor's name. For everyone's safety, medication will be stored with the program leader and will be returned to the participant's parents at the end of camp each day. Participants who have asthma or anaphylaxis will be permitted to carry their medications with them so that they can immediately administer it in the event of an emergency situation. You may be asked to complete a separate form for inhalers or epi-pens so that our staff is informed of your child's needs. Participants who are diabetic will be asked to complete a diabetes care plan prior to the first day of camp.

Sun safety is exercised and endorsed at Tri-Town YMCA's Summer Camp. Camp participants are encouraged to bring with them spray sunscreen labeled with their name on the bottle. Throughout the day, camp participants will be reminded to reapply their sunscreen.

Sick Child

Camp participants must be free of fever and contagious illnesses to attend Tri-Town YMCA summer camp. If your child(ren)/ward(s) do not feel well or has a fever, please do not bring them to camp until they are feeling well and are free of fever for at least 72 consecutive hours.

Upon arrival at camp, all participants and their parents/guardians dropping them off at camp will have their temperature taken. Campers will also have their temperature taken midway through the day. A camper and their parent/guardian dropping them off at camp must be free of fever. Tri-Town YMCA considers a fever to be anything that is 99° F or greater. If a participant becomes sick during camp, Tri-Town YMCA will have the sick camper sit in a space that is away from other campers and contact the parent/guardian to pick up their child/ward. A child/ward may return to camp after being free of fever or contagious illness for 72 consecutive hours. Per State of Illinois law, in some cases, a doctor's note may be required to return to camp.

In the event of a COVID-19 exposure at camp, Tri-Town YMCA will follow the directives regarding notification to parents/guardians and take the appropriate measures, up to and including immediate site closure, as determined by the Centers for Disease Control, DuPage County Health Department, and Department of Children & Family Services.

Restroom Breaks

All camp participants must be able to use the restroom and be toilet trained. Throughout the day, camp participants are provided breaks to utilize the restrooms together as a group. In the event that a camp participant needs to use the washroom outside of the designated break time, the camp staff will bring the participant to the nearest washroom and also bring a third person so that no one is left alone.



Washing Hands & Facility Cleaning Routines

Healthy hand hygiene helps to minimize the spread of germs and is practiced as part of the camp environment. Participants and staff will be expected to wash their hands at the arrival to camp, as they prepare to eat snacks or meals, and whenever they cough/sneeze into their hands. If your camper has a skin condition that requires moisturizer to be used after hand washing, please advise your Camp Coordinator.

Tri-Town YMCA has equipped its staff with bleach-based disinfectants that are to be used on the hour and as needed to wipe down high-touch surfaces such as doorknobs, light switches, tabletops, etc. to minimize the spread of germs. If your child has a sensitivity to disinfectants, please advise your Camp Coordinator so that alternative plans can be made.

Program Fees & Payment Plans

There is a nonrefundable \$40 per child registration/materials fee that is due at the time of registration. The program fee is \$195 per child per week. Under the current State of Illinois child care parameters, we are permitted to

provide weekly enrollment options. It is our hope that in future seasons that we can return to the “pick your day” model to provide greater flexibility to parents who are in need of these options.

Program fees must be paid in full at the time of registration or a weekly payment plan must be setup. Those who choose to pay camp fees on a weekly basis will be required to keep a valid credit card on-file. Credit cards will be charged on the Friday prior to the start of the camp week. Credit cards that do not go through at the time of processing will be subject to a \$10 late payment fee.

Participants are required to be registered for camp by no later than the Wednesday prior to the week of camp. If you register your child after Wednesday, you may be subject to a \$10 late add fee.

Financial Assistance/Child Care Assistance Program

Tri-Town YMCA does accept enrollments into camp programs from families that are approved for YWCA’s Child Care Assistance Program (CCAP). You must have approval documentation from YWCA naming Tri-Town YMCA as a care provider to be approved for reduced fees/monthly copay. If you need help completing your CCAP paperwork, please contact our Administration Office at 630.629.9622.

Refund Policies

Tri-Town Young Men’s Christian Association (“Tri-Town YMCA”) reserves the right to cancel, postpone, or combine camp groups for any reason found to be necessary by the staff. If insufficient enrollment causes an activity to be cancelled, participants will receive a FULL REFUND. Please allow up to four (4) weeks for refund processing. No written request for a refund on a camp that is cancelled by Tri-Town YMCA will be required.

All requests for camp refunds/cancellations must be sent in an email to Tri-Town YMCA. Refunds/cancellations or transfers requested less than five days to the start of the camp session will not be considered unless there is medical documentation from a doctor included with the request. Refunds will not be issued for days missed or planned vacations. All refunds/cancellation or transfer requests will be assessed a \$10 service fee.

Registration Requirements

Per the requirements of the State of Illinois, all campers will need to have completed and submitted the following documents:

- Authorized Pick-up Form with Insurance & Primary Care Physician/Pediatrician’s Contact Information
- Copy of Birth Certificate
- Copy of Immunization Record
- Participation Waiver
- Medication Administration Form (if applicable)

If you have additional questions that have not been answered by this handbook, please contact our Administration Office.

All information listed in this handbook is subject to change at the discretion of management.