



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BEST SUMMER EVER™



Participant Handbook for
2021 Tri-Town YMCA Summer Camps

136 S. Cornell Ave, Villa Park, IL 60181

630.629.9622 | tritownymca.org





Tri-Town YMCA at St. Alexander School

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. 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.

Contact Information

Tri-Town YMCA's Administration Office are open M-F, 9:00am-4:00pm. If you are needing to contact your child or a staff member and it is during a camp day but outside of office hours, the phone will be still be answered by a member of our team.

Administration Office Hours

Monday - Friday
9:00am-4:00pm

Tri-Town YMCA Phone Number

630.629.9622

Camp Hours

Before Camp Hours: Monday-Friday, 7AM-9AM
Camp Hours: Monday-Friday, 9AM-4PM
After Camp Hours: Monday-Friday, 4PM-6PM



Dear Summer Camp Families,

Tri-Town YMCA believes all kids have great potential and deserve the opportunity to discover who they are and what they can achieve. We are honored to have your child spending their summer season moving, exploring, and learning with us.

While these are unprecedented times, times that challenge us individually and as a community on many levels, Tri-Town YMCA's day camps provides kids with a safe, familiar, and fun-filled environment for them to explore the outdoors, build confidence, develop skills and make lasting friendships and memories, so they can grow as individuals and leaders.

The health and safety of all campers and staff is the first and foremost priority at Tri-Town YMCA. We have put into place several protocols such as enhanced cleaning and sanitation, mask wearing, social distancing expectations, and more to help keep everyone's safety and health at the forefront of all Y programs.

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.

Should 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.

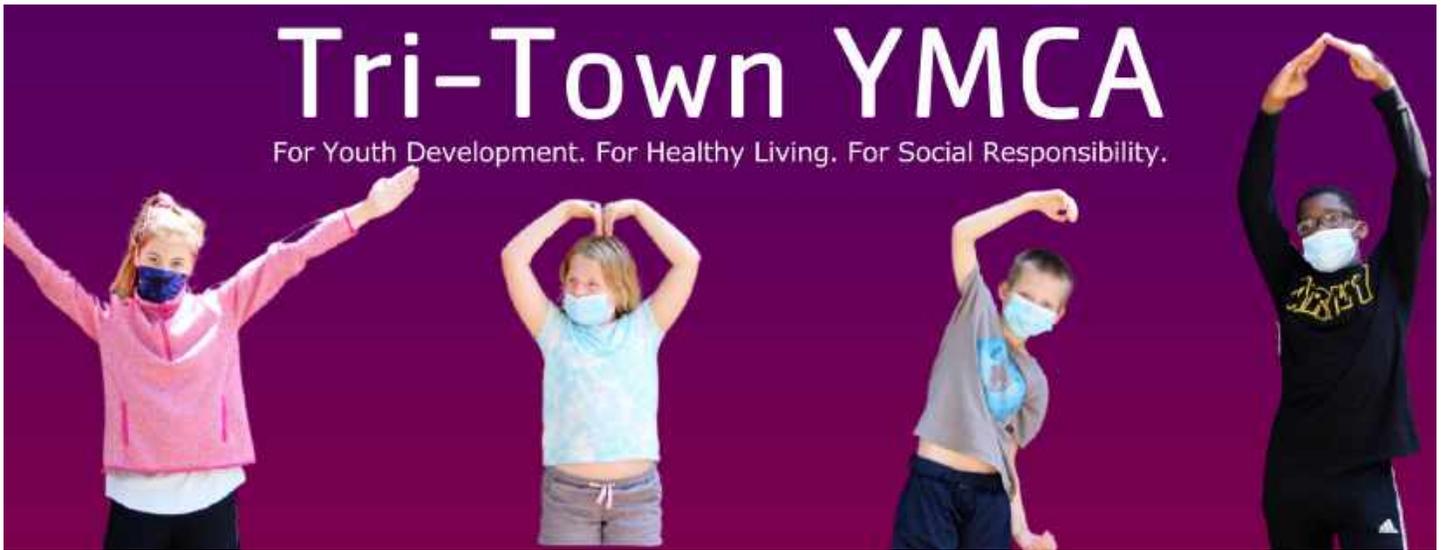
Sincerely,

Sarah O'Donnell
CEO

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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.*



Camp Groupings

Y Kids for campers entering 1st - 5th Grade

Y Kids is for participants who are entering 1st through 5th grade. Campers in this program will be grouped with other participants of similar age/grade. Plenty of hands-on, fun learning and social opportunities will be provided throughout the camp day that best meets the abilities of each small group

Camp Adventure for campers entering 6th - 8th Grade

Camp Adventure is for participants who are entering 6th - 8th grade. 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 more. Campers in this program will also participate in service experiences that help either younger campers in the Y's Camp program or they will participate in other projects to help local nonprofit organizations.

Tri-Town YMCA Employees

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 camper to staff ratios are 8 campers to 1 staff member.

Camp Arrival & Dismissal

Camp participants are to be dropped off between 8:45am and 9:00am and are to be picked up by 4:00pm by a parent/guardian or a designated adult 18 years or older. For those camp participants that are registered for before camp care, drop off is between 7:00am and 9:00am, and for those that are participating in after camp care, the pick up time is between 4:00pm and 6:00pm. 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 at Tri-Town YMCA Administration Office or by emailing a member of the office staff.

Camp Arrival & Dismissal Cont.

Camp participants will not be released if this procedure is not followed. Staff may ask for an photo ID until they become comfortable and 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 Program Director in writing or by calling the Tri-Town Administration Office as soon as possible. The phone number that can be called is 630.629.9622

Late Pick Up

If a camp participant is picked up after 6:00pm, 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 on-file.



What to Wear to Camp

Camp participants will be active throughout the days 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. Sandals will be permitted at the swimming pool.

On fun field days (Thursdays), camp participants are to wear their camp t-shirt and on swimming days (Wednesdays & Fridays), campers should wear their swimsuit and bring a change of clothes, towel, and goggles with them. Please be sure to mark clothes, goggles, towels, bags, etc. with the camp participant's name.

All campers will be required to wear a mask during camp.

Camp T-Shirts

Camp t-shirts will be distributed to camp participants on their first day of camp. Each camp participant will receive one (1) t-shirt. The fee for the camp participant's t-shirt is included as part of your camp registration fee. **Participants must wear their camp t-shirt on Tuesdays.** Please write the camp participant's name inside the t-shirt. Additional camp t-shirts are \$10 and can be purchased at the Administration Office.

What to Bring to Camp

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

Backpack	Lunch & Snacks	Sunglasses
Bug Spray	Mask (no gaiters)	Water Bottle
Hat/Visor	Sunscreen	

On swimming days, participants should also bring:

Change of Clothes	Sandals	Towel
Goggles	Shampoo & Conditioner (optional)	

Unless otherwise arranged, please do not bring toys or electronic devices.

Absolutely no weapons or knives are permitted.

Firearms Policy

Pursuant to the State of Illinois, a “no firearms allowed” sign is posted at each entrance door of the facility. Firearms are prohibited at the facility.

Snacks, Meals & Water

All campers are to bring lunch with them every day unless otherwise notified. Campers will be provided with a morning and afternoon snack each day. Should a camper have special dietary needs or would prefer to bring their own snacks, they are welcome to do so. Please no sodas, sugary beverages, candies/desserts, and fried foods are not brought to camp. Campers should bring a water bottle with them each day.

Camp Cookouts

On the first Thursday of each month (6/3, 7/1, and 8/5), campers will participate in a Camp Cookout. Traditionally, on Camp Cookout days, campers will be served either hot dogs or burgers, fresh fruit, and baked chips/crackers. Should a camper have special dietary needs or would prefer to bring their own lunch on Camp Cookout days, they are welcome to do so.

Curriculum, Themes & Fun Field Days

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	Theme
Week 1 6/1-6/4*	Animal Planet**	Week 6 7/5-7/9	A Bug’s Life
Week 2 6/7-6/11	Mad Scientists	Week 7 7/12-7/16	Baby Yoda & Jedi Training
Week 3 6/14-6/18	Creepers & Mobs (Minecraft)	Week 8 7/19-7/23	You’ve Got Talent
Week 4 6/21-6/25	Superheros	Week 9 7/26-7/30	Y Olympics
Week 5 6/28-7/2	Rockin’ in the USA**	Week 10 8/2-8/6	Camp Hogwarts**
Week 6 7/5-7/9	A Bug’s Life	Week 11 8/9-8/13	Surf’s Up

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

***Indicates Thursday is a Camp Cookout Day.*



Swimming

Camp participants will visit Jefferson Swimming Pool in Villa Park on Wednesday and Friday each week. The first time your camper goes swimming with us, they will be evaluated on their swimming proficiency. Based on their ability, they will be assigned to a wristband color that will identify what area of the pool they are permitted to swim in during our pool visits (Red - Zero-depth to 3 feet; Yellow - 3 feet - 5 feet; Green - water depth greater than 5 feet). Should campers improve their competency during the season, they may be reevaluated by Y staff and Jefferson Swimming Pool lifeguard staff.

It is recommended that camp participants come dressed with their swimsuit on under their play clothes on swimming pool days. Afterwards, camp participants will have the option to rinse off before changing into their play clothes. Please be sure to send your camper with goggles, a towel, sun protection, and their change of clothes. If your child requires moisturizer to be applied after swimming/rinsing, please be sure to relay this information in your registration materials.

During swim time, camp staff will supervise the camp participants from the pool deck and from the water. A lifeguard will also be on duty at the facility. In the event of inclement or extreme weather, swimming will be postponed or cancelled for the day. For camp participants who bring sunscreen with them to camp, the sunscreen will be reapplied halfway during their swim time and again after leaving the swimming facility.

Tuesdays Are Wheely Cool

On Tuesdays, campers are to bring their bicycle or scooter, a helmet, and protective gear with them as we explore the local bicycle path. During Tuesdays, younger campers will have the opportunity to learn how to safely journey around town on their wheels by participating on our safety course. All campers are to wear their camp t-shirt on Tuesdays.

Fun Field Day Thursdays

On Thursdays, campers will participate in Fun Field Days. During these days, we will have additional fun, outdoor activities like water balloon games, foam activities, or bring in traveling entertainment.



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. Each Monday, campers' parent(s) /guardian(s) will receive a detailed calendar of what your child's schedule will be for the week along with the snack menu.

If weather is inclement/extreme, we will stay indoors and participate in activities and/or watch a movie.

Sample Schedule

7:00am-10:00am	Table Activities/Centers & Morning Snack
9:00am-10:00am	Circle Time/Journaling & Outdoor Play
10:00am-1:00pm	Small Group Activities, Lunch, Sunscreen Reminders & Prepare for Outdoor Play/Swimming Pool
1:00pm-3:00pm	Outdoor Play /Swimming (Tuesdays—Wheels Days; Wednesdays & Fridays—Swimming Days)
3:00pm-4:00pm	Sunscreen Reminders, Snack Time, & Small Group Activities
4:00pm-6:00pm	Table Activities for After Camp Participants



Camp & Bus 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. 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 camp, 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 in the Administration Office 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.



Sunscreen Application During 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

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

COVID Participant Protocols

Upon arrival to program, all participants and their parents/guardians dropping them off will have their temperature taken. Participants and their parent/guardian dropping them off for program 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 program, Tri-Town YMCA will have the sick participant sit in a space that is away from others and contact the parent/guardian to pick up their child/ward. A child/ward may return to program 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 program.

In the event of a COVID-19 exposure at program, 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.

COVID-19 Safety Procedures

The guidelines and policies of the Illinois Department of Public Health, Department of Children and Family Services, and the Centers for Disease Control for the operation of a child care program will be provided to all staff and strictly followed.

- Staff will attend COVID-19 specific training, as well as ongoing in-service training.
- Social distancing will be encouraged and enforced by all staff in all activities.
- Face coverings will be required indoors and whenever social distancing can't be achieved outdoors.
- High touch surfaces will be routinely sanitized.

Restroom Breaks

All program participants must be able to use the restroom and be toilet trained. Throughout the day, participants are provided breaks to utilize the restrooms together as a group. In the event that a participant needs to use the washroom outside of the designated break time, the 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 all YMCA programs. Participants and staff will be expected to wash their hands at the arrival to program, as they prepare to eat snacks or meals, and whenever they cough/sneeze into their hands. If your child has a skin condition that requires moisturizer to be used after hand washing, please advise the Program Director.

Tri-Town YMCA will sanitize high-touch surfaces hourly or as often as needed to minimize the spread of germs (i.e. doorknobs, light switches, tabletops, etc.). If your child has a sensitivity to disinfectants, please advise your child's instructor so that alternative plans can be made.



Program Fee Payment

There is a \$25 per child registration/materials fee that is due at the time of registration. The program fee is \$150 per week per child. There are also single-day, and two, three, and four-day camp registration options. Program fees can either be paid in full at the time of registration or on a weekly basis. 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 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 Policy

Tri-Town YMCA reserves the right to cancel, postpone, or combine groups for any reason found to be necessary by the staff. If insufficient enrollment causes a program 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 program that is cancelled by Tri-Town YMCA will be required.

All requests for program 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 program week 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 & Paperwork

Per the requirements of the State of Illinois, all students will need to have completed and submitted the following documents by the first week of program:

- 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)
- Credit Card Authorization Form

These materials may be uploaded into your registration portal online or you may email them to us.

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.