



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# BEST SUMMER EVER™



Participant Handbook for  
2022 Tri-Town YMCA Summer Camps

136 S. Cornell Ave, Villa Park, IL 60181

630.629.9622 | [tritownymca.org](http://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(ren) spending their summer season moving, exploring, and learning with us. Our day camps provide 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.

Tri-Town YMCA summer camps are for children entering into 1st - 8th Grade and are considered licensed-exempt and not regulated by the Department of Children and Family Services (DCFS). However, many of our rules do adhere to DCFS standards.

The health and safety of all campers and staff are the top priorities at Tri-Town YMCA. We have put into place several protocols such as enhanced cleaning and sanitation, social distancing procedures, and more to help keep everyone's safety and health at the forefront of all Y programs. At the time of this publication, all child care programs/centers are required to have children and staff wear a mask indoors, regardless of vaccination status. We do anticipate that there may be changes to this and/or other guidelines/regulations and we will adjust accordingly. We appreciate your patience and understanding as we continue to be flexible during these unprecedented times.

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

## TABLE OF CONTENT

|   | <i>Page Number</i> |
|---|--------------------|
| Camp Groupings  | 3                  |
| Tri-Town YMCA Employees                                       | 3                  |
| Camp Arrival & Dismissal                                      | 3                  |
| Late Pick Up  | 4                  |
| What to Wear to Camp  | 4                  |
| Camp T-Shirts   | 4                  |
| What to Bring to Camp   | 5                  |
| Firearms Policy   | 5                  |
| Snacks, Meals & Water   | 5                  |
| Curriculum, Themes & Fun Field Days                           | 5                  |
| Swimming  | 6                  |
| Really Cool Tuesdays  | 6                  |
| Fun Field Days  | 6                  |
| Sample Daily Schedules  | 6                  |
| Behavior Expectations   | 7                  |
| Medication Administration & Sunscreen Application During Camp | 8                  |
| Sick Child  | 8                  |
| COVID-19 Safety Procedures                                    | 9                  |
| Restroom Breaks   | 9                  |
| Washing Hands & Facility Cleaning Routines                    | 9                  |
| Fees & Payment Plans  | 9                  |
| Financial Assistance  | 10                 |
| Refund Policy   | 10                 |
| Registration Requirements & Paperwork                         | 10                 |

*Please note, all information in this handbook is subject to change.  
For general registration information, please contact our Administration Office or visit [tritownymca.org](http://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 an enriching experience. 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 ratio for camp is ten campers to one 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 who are registered for before-camp care, drop off is between 7:00am and 9:00am, and for those who 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. Parent/guardians who wish to add additional designated adults to pick up their child(ren), must complete a paper form at Tri-Town YMCA Administration Office or email 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 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 pool days, please send a separate pair of pool sandals with your child. Tri-Town YMCA summer camp programs are

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.

## 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. 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

Campers will be provided with nutritious boxed breakfast and lunch each day at camp. Campers will also be provided with a healthy afternoon snack. If your child would prefer to bring their own meals and snacks, they are welcome to do so. Please no sodas, sugary beverages, candies/desserts, and fried foods are not brought to camp. Campers must bring a water bottle with them each day.

## Camp Cookouts

On the first Thursday of each month (6/2, 7/7, and 8/4), campers will participate in a Camp Cookout. Traditionally, on Camp Cookout days, campers will be served hot dogs, fresh fruit, and baked chips/crackers. Should your 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 5/31-6/3* | Passport to Fun  | Week 7 7/11-7/15 | Under the Sea        |
| Week 2 6/6-6/10  | Club Hollywood   | Week 8 7/18-7/22 | Mystery              |
| Week 3 6/13-6/17 | Builders         | Week 9 7/25-7/29 | Hogwarts             |
| Week 4 6/20-6/24 | It's A Jungle    | Week 10 8/1-8/5  | Ultimate Survivor    |
| Week 5 6/27-7/1  | Hakuna Matata    | Week 11 8/8-8/12 | Aloha                |
| Week 6 7/5-7/8*  | Party in the USA | Week 12 8/15-    | Happy Trails to Camp |

*\*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 by Jefferson Swimming Pool Lifeguards. Based on ability, campers 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). No exceptions will be made. Should campers improve their competency during the season, they may be reevaluated on pre-scheduled testing days.

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 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 as needed and if the sunscreen approval form has been completed.

## Really Cool Tuesdays

On Tuesdays, campers will have silly and fun weekly Competitions that encourage team building as well as individual creativity and problem solving. From relay races, human foosball, and foam parties to balloon tosses, dance competitions, and color wars, we will have plenty of messy activities. Please be sure that your camper is dressed for mess each day, and especially 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 | Gym Games/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—Relay Races; Wednesdays & Fridays—Swimming Days)           |
| 3:00pm-4:00pm  | Sunscreen Reminders, Snack Time, & Small Group Activities                                   |
| 4:00pm-6:00pm  | Games, Activities, & Media Time 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. Parents/Guardians will need to complete a Sunscreen Application Permission Form prior to the first day of camp.

## 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 may 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 24 consecutive hours. Per State of Illinois law, in some cases, a doctor's note or negative COVID test result may be required to return to program.

Should there be a COVID 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 CDC, local health department, and Department of Children & Family Services.

## COVID Mitigations

The guidelines and policies of the CDC, local and state health department, and the Department of Children and Family Services for the operation of a child care program will be followed. This includes, but is not limited to:

- Staff will attend COVID-19 specific training, as well as ongoing in-service training;
- Social distancing will be in place, especially when indoors;
- Observing face covering/masking mandates; and
- Sanitizing high-touch surfaces routinely.

## 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 routinely 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.



## Fees & Payment Plan

There is a one-time \$25 per child summer registration/materials fee that is due at the time of registration. The following are our weekly & daily program fees:

|                | <b>5 Days</b> | <b>4 Days</b> | <b>3 Days</b> | <b>2 Days</b> | <b>1 Day</b> |
|----------------|---------------|---------------|---------------|---------------|--------------|
| <b>9AM-4PM</b> | \$145         | \$128         | \$96          | \$68          | \$35         |
| <b>7AM-4PM</b> | \$175         | \$154         | \$116         | \$81          | \$42         |
| <b>9AM-6PM</b> | \$175         | \$154         | \$116         | \$81          | \$42         |
| <b>7AM-6PM</b> | \$206         | \$181         | \$136         | \$95          | \$50         |

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
- Sunscreen Application 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.***

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