



A part of the Golden Corridor Family YMCA

TAYLOR YMCA

2024 Summer Camp Parent Handbook



****This handbook can be used a resource for any questions regarding summer camp structure, policies, or procedures. The YMCA reserves the right to change any of these policies or procedures given that we instruct parent/guardians.**

Taylor YMCA
50 N McLean Blvd
Elgin, IL 60123
847-888-7410
www.gcfymca.org

Nathan Nelson
Youth & Family Director
nathann@gcfymca.org



Dear Parents and Guardians,

Thank you for choosing summer camp at the Taylor Branch of the Golden Corridor Family YMCA! We know you have many choices, and we are glad that you have chosen us for the 2024 summer season. We are looking forward to a safe, healthy, and fun season of camp!

The Golden Corridor Family YMCA strives to provide a high-quality summer program that enriches the lives of all involved. Summer Camp at the YMCA is not merely babysitting – it is a chance for your child to spend time outdoors participating in a large variety of activities each and every day! This includes curriculum-based activities, arts and crafts, group games, sports, skits and songs, nature activities, swimming, weekly field trips, and so much more!

We have three main objectives for your child in our Summer Day Camp Program:

1. **Have Fun!** We want your children to enjoy their time with us. It is important that they have a positive, fun-filled experience this summer.
2. **Be Safe!** We understand parents are concerned about their child. Our program complies with the license-exempt program standards put forth by the State of Illinois. We work hard to ensure our team remains safe and healthy through the duration of the program. We want you to rest assured that your child is in the hands of trained, responsible, and caring leadership.
3. **Grow!** At our camp, we strive to develop the inner strength of your child, focusing on increasing self-confidence and feelings of self-worth. This is accomplished through peer group opportunities in which youth can learn how to function effectively in relationships, develop leadership skills, and create friendships that will last a lifetime!

This handbook is a resource for policies and procedures for our camp. We encourage you to take the time to read it before the first day of summer. If you still have questions or concerns, please feel free to contact me. I look forward to working with you and your family this year!

Best Regards,

Nathan Nelson
Youth and Family Director
Golden Corridor Family YMCA
nathann@gcfymca.org

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YMCA Mission

The Taylor YMCA is a branch of the Golden Corridor Family YMCA Association. The Y is a nonprofit organization whose mission is to put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

Guided by our core values of caring, honesty, respect, and responsibility, the Y is dedicated to giving people of all ages, backgrounds, and walks of life the opportunity to reach their full potential with dignity.

We will be incorporating the four core values into our summer camp curriculum. These values closely resemble the Character Counts Pillar system that may be used at your local schools. Campers will be rewarded for demonstrating these core values with a variety of special camp activities or even a prize!

Our Cause

Strengthening communities is our case. Every day, we work together side by side with our neighbors to ensure that everyone regardless of age, income, or background has the opportunity to learn, grow, and thrive. Our strength is in providing support for our friends and neighbors, making the Y a nonprofit like no other.

Inclusion Policy

The YMCA fully embraces the Americans with Disabilities Act and strives to ensure children with special needs feel welcome in YMCA programs. The Taylor YMCA's Summer Camp Program provides services to all children. However, the programs we provide are group-centered and are not designed to provide one-on-one individualized care. Although the group environment works well for many children, if your child regularly needs one-on-one care to consistently thrive, a group environment may not be the best fit for their needs. If the YMCA determines that a child requires individualized attention, the YMCA shall immediately discuss this issue with the child's parents/guardians. Parents will be reminded of the above policy and together, we will attempt to work out a solution in a cooperative and caring manner or refer the child to a more suitable program.

PROGRAM INFORMATION

Philosophy & Daily Program Subscription

Our goal is to provide a safe and enriching environment for school-age children in kindergarten–6th grades. Our childcare programs are designed to provide children opportunities to gain foundational skills and help them reach their full potential by enhancing education and wellness. The Summer Camp curriculum is more than traditional childcare– we provide academic enrichment, homework assistance, and active games to keep our kiddos moving.

Program Objectives

1. Create a safe, healthy, and fun environment
2. Academic achievement
3. Implement character development (caring, honesty, respect, and responsibility)
4. Build teamwork & physical development skills
5. Support obesity prevention
6. Appreciate diversity
7. Increase self-esteem
8. Develop social skills and community awareness



Program Operations

School-age care programs facilitated by the Golden Corridor Family YMCA are considered license exempt by the IL DCFS Child Care Act. These programs follow section 2.09 (j) and comply with the following guidelines:

Programs or portions of programs that:

- Serve only school-age children and youth (defined as full-time kindergarten children or older)
- Are organized to promote childhood learning, child, and youth development, educational or recreational activities, or character-building
- Operate primarily during out-of-school time or at times when school is not normally in session

Programs or portions of programs requesting Child Care Assistance Program (CCAP) funding and otherwise meeting requirements (described above) shall request exemption from the Department and be determined exempt prior to receiving funding and must annually meet the eligibility requirements and be appropriate for payment under the CCAP.

In order for a program to be found exempt, the following stipulations apply:

The Department shall provide written verification of exemption and description of compliance with standards for health, safety and development of the children who receive the services upon submission by the provider of the following documentation:

Comply with the standards of the Illinois Department of Public Health or the local health department, the Illinois State Fire Marshal, and the following additional health and safety requirements:

- a. Procedures for employee and volunteer emergency preparedness and practice drills.
- b. Procedures to ensure that first aid kits are maintained and ready to use.
- c. The placement of a minimum level of liability insurance as determined by the Department.
- d. Procedures for the availability of a working telephone that is onsite and accessible at all times.
- e. Procedures to ensure that emergency phone numbers are posted onsite.
- f. Restriction on handgun or weapon possession onsite, except if possessed by a peace officer,
- g. Perform and Maintain authorization and results of criminal history checks through the Illinois State Police and

- h. FBI and checks of the Illinois Sex Offender Registry, the National Sex Offender Registry, and**
- i. Child Abuse and Neglect Tracking System for employees and volunteers who work directly with children**
- j. Make hiring decisions in accordance with the prohibitions against barrier crimes as specified in Section 4.2 of this Act or in Section 21B-80 of the School Code**
- k. Provide parents with written disclosure that the operations of the program are not regulated by licensing requirements,**
- l. Obtain and maintain records showing the first and last name and date of birth of the child, name, address, and telephone number of each parent, emergency contact information, and written authorization for medical care.**
- m. Notarized statement that the facility complies with:**
 - i. Standards of the Department of Public Health or local health department,**
 - ii. Fire safety standards of the State Fire Marshal, and**
 - iii. If operated in a public-school building, the health and safety standards of the State Board of Education.**

Out-of-school time programs for school-age youth that receive state or federal funds must comply with only those staff qualifications and training standards set for the program by the State or federal entity issuing the funds.

Programs or portions of programs (described above) that do not receive State or federal funds must comply with staff qualification and training standards established by rule by the Department of Human Services that are yet to be developed.



PROGRAM HOURS AND LOCATIONS

Program Hours

Core Curriculum for All Full-Day Camps: 9am–4pm

Extended Morning Care (no additional cost): 7am–9am

Extended Evening Care (no additional cost): 4pm–6pm

Program Location

Taylor YMCA
50 N McLean Blvd,
Elgin, IL 60123

Contact Information

The YMCA is accessible via phone at [847-888-7410](tel:847-888-7410) during the following business hours:

Monday–Thursday 6am–8pm

Friday 6am–7pm

Saturday 6am–1pm

Sunday 7am–12pm

Absences must be reported to taylorymcaattendance@gmail.com

Nathan Nelson, Youth and Family Director

nathann@gcfymca.org



Drop Off and Pick Up Information

Drop off and Pick Up will occur daily outside, just between the Taylor building and the Youth Development Center. There will be a canopy up where attendance takes place. Drop-off may be drive through or traditional style, so please be sure to follow any posted or staff guidance. **ALL PARENTS MUST PARK IN A DESIGNATED, NON-RESERVED SPOT.** We do share our parking lot with members of the YMCA, so parking in handicap spots with no placard and parking in any non-designated area will **NOT** be tolerated. Should inclement weather occur, all drop off and pick up will be moved inside to the main Taylor building just past the front desk.

Late Pick Up Policy

Our program ends promptly at 6:00pm daily. If a child is not picked up by that time, a fee will be assessed at \$1 for every minute past 6:00pm. Please contact the front desk at 847-888-7410 if you are running late to pick up your child. Staff will attempt to contact parents and emergency contacts as needed. If no contact is made after the allotted time has passed per YMCA policies, the police will be notified.

After three late pick-ups have occurred, the child may be subject to suspension or disenrollment. Although we understand that emergencies arise, the Y expects parents to respect the hours of operations and the staff members' time.

Reporting Absences

If a child is sick or will not be attending the program for any reason, please report via email to taylorymcaattendance@gmail.com as soon as possible. Please let our team know as soon as possible so we can keep our attendance records updated.

Please note that the reporting of an absence **DOES NOT** qualify your family for a refund. There is a 15-day cancellation policy for all programs. Please see the policy regarding refunds for non-attendance days below.

Any extended absences (such as vacations or extended illnesses) should be brought to the attention of the Youth & Family team via email.

PERSONAL ITEMS & ELECTRONICS

Personal Belongings, Toys, & Other Items

Please leave personal belongings and toys at home, including electronic games and listening devices. Items from home could be damaged or lost, and they may promote conflict among the children. If your child brings personal items to camp, staff will instruct the child to keep items in their backpack for the duration of the day.

YMCA program staff will make every effort to connect children with lost items; however, the YMCA cannot be responsible for personal items brought from home. We strongly encourage that all personal belongings (such as bags, water bottles, clothes, towels, etc.) be clearly labelled in the case that they are misplaced.

Found items will be kept in the program storage for one week. Any belongings left behind after one week will be donated and removed from the premises.

Cell Phones & Electronics

The use of cell phones or other electronic devices is prohibited by children participating in YMCA childcare programs. Cell phones or other electronics that are found to be in use by children during the program will be held by the Youth & Family team and returned to the parent/guardian at the time of pick-up.



MEAL POLICIES

Breakfast & Lunch

The YMCA provides a healthy breakfast and lunch daily for all children registered for summer camp at no extra cost to your family. Parents who would like to send additional snacks for their child are asked to send shelf-stable and allergen-free snacks. Additionally, children will not be permitted to finish any uneaten portion of their YMCA-provided meals later due to the risk of spoilage or contamination from lack of refrigeration.

Families may send with their child home breakfast, lunch, and/or snack provided that it is allergen free.

Food Allergies & Dietary

The YMCA understands that children in our programs may have a dietary restriction or food allergy that prevents them from eating the meals provided by the YMCA. In these instances, parents are encouraged to submit documentation to the Youth & Family team if your child will need access to the meal substitutions available.

Please note: children with food allergies are strongly encouraged to have the appropriate medication (such as Epi-Pen or Benadryl) with documentation on file in the event of an allergic reaction during camp.



PROGRAM REGISTRATION

Registration Procedures

Children are accepted on a first come, first serve basis and we maintain a waiting list for any program that is full. All registrations must be completed and submitted online, with exceptions for CCAP/DCFS funding.

A one-time, non-refundable registration fee of \$25 will be charged at the time of registration for each new registrant. Please note that this fee only covers the registration for the 2024 summer camp program.

Families utilizing IDHS/CCAP or DCFS funding to help cover the cost of childcare should reach out to the Youth and Family Director for registration forms, as the online portal will ask you to pay full price at the time of registration. Please contact the Youth and Family Director at nathann@gcfymca.org for more information. As a reminder, you must have proof of approval from the state to begin the program. Without approval, parents will be responsible for the full cost of the program until the approval is submitted.

Parent of Record

Please note that the parent(s) who complete the enrollment registration forms for their children are defined as formal "Parent(s) of Record". These parents are recognized by the YMCA as the individuals who have authority to make changes, request payment information, or request copies of registration paperwork. ONLY parents who are noted as such in the online registrations system will be considered "Parents of Record".

Release of Personal Information

The Golden Corridor Family YMCA will not release any personal information regarding any child or family unless the parent of record requests such release and has signed the Release of Information form. Please note that the photo release waiver is included in all paperwork upon sign up, and photos or videos taken during program hours may be used for YMCA publicity purposes. Requests for exceptions should be sent directly to the Youth and Family Director at nathann@gcfymca.org.

Registration Processing

Registration for each week of camp closes two weeks (14 days) prior to the first day of that week. The Taylor YMCA requires a minimum of three business days to enroll the child if late enrollment occurs. Please contact the Youth & Family Director via email if you are inquiring about registration for a closed week of camp. Please note that due to capacities, spots may not always be available past the registration deadlines.

2024 SUMMER CAMP PAYMENT INFORMATION

Summer camp payment plans vary by family.

- Families that partake in the pre-paid summer camp plans should not expect any additional charges to occur over the course of the summer, with the exception of late pickup fees or ongoing membership fees.
- Families that partake in the two-month payment plan will be billed monthly on the 1st of May and July.
- Families utilizing CCAP or DCFS funding will see their co-pay billed on the first of each month.
 - Requests for weekly payments should be sent to nathann@gcfymca.org.
- Families registered only for certain weeks of camp will be billed automatically 14 days prior to the Monday of the week(s) they are registered for. The payment schedule is as followed:

CAMP WEEK	DUE DATE
Week 1: May 28- 31 (NO CAMP MON)	May 14th
Week 2: June 3-7	May 20th
Week 3: June 10-14	May 27th
Week 4: June 17-21	June 3rd
Week 5: June 24-28	June 10th
Week 6: July 1-5 (NO CAMP JULY 4)	June 17th
Week 7: July 8-12	June 24th
Week 8: July 15-19	July 1st
Week 9: July 22-26	July 8th
Week 10: July 29-August 2	July 15th
Week 11: August 5-9	July 22nd
Week 12: August 12-16	July 29th

Late Registrations

Registrations received after the payment deadline for each week will be billed at the time of registration, including the \$25 registration fee. Automatic weekly payments are then set up for the amount remaining in coordination with the above schedule.

Delinquent Fees

For any unpaid late balance, childcare services will be suspended until the balance is paid in full. Your child will not be permitted to attend camp if a balance is past due, and you will be referred to the front desk by camp staff to make payment before your child is able to be dropped off at summer camp. If payment remains unpaid for three weeks, collection procedures will be initiated, and the child will be unenrolled from the program. Program payments that are more than 1 week late will be subject to a \$20 late fee.

Declined Payments and Returned Checks

A non-refundable \$30.00 service fee will be automatically assessed for any returned checks or payments declined by your bank or credit/debit card provider. If a personal check is returned from the bank, parents are expected to pay using cash, credit card, or a money order. Please ensure your billing method is updated prior to the next due date in order to avoid this fee.

Refund Policy for Non-Attendance Days

We do NOT offer credits or refunds for days a child cannot attend the program due to illness. However, any extended absences due to illness lasting more than a week may be eligible for a system credit, provided that a note from the child's Primary Care Physician has been submitted. Refunds are also not issued for instances where programs are cancelled due to inclement weather, or for any other reason.

Parent Notice of Cancellation

While we hope to maintain a strong partnership with each of our families throughout the duration of the summer, we do understand that things happen, and plans change! If you need to cancel your childcare for any reason, the Golden Corridor Family YMCA requires a 15-Day written notice for all program cancellations, including Summer Camp. A written cancellation request must be on file with the Youth and Family Director prior to the next scheduled billing date to be considered for a refund or a credit. You can send this via e-mail to Nathan Nelson at nathann@gcfymca.org.

Care Schedule Policy

The YMCA Summer Camp Program is designed for consistency in attendance. Parents/Guardians must designate a consistent care schedule in order for their child to attend the program. Drop-in schedules and other temporary schedules will not be accommodated without special permission from the Youth and Family Director.

Summer Camp	3-Day Weekly Rate	5-Day Weekly Rate
Member	\$180/wk	\$220/wk
Non-Member	\$215/wk	\$255/wk

PARENT CONDUCT AND COMMUNICATION

Adult Code of Conduct

The YMCA asks that all adults abide by appropriate rules of conduct. Please be mindful of the YMCA's character code of conduct to enable each of the Y's core values. The following behaviors are NOT allowed:

1. Being disrespectful
2. Physical or verbal abuse of any kind
3. Being under the influence of alcohol or drugs
4. Loitering at the program site
5. Smoking on site
6. Confronting or correcting other children enrolled in the program
7. Confronting other parents or guardians in the program

Please note all YMCA staff are carefully screened and background checked to care for your children. Program parents may not loiter and are expected to sign their children out and leave. The YMCA's first responsibility is the safety of every child.

Parent Custody Policy

YMCA staff and management make every effort to communicate effectively with parents. For those parents who are involved in custody, visitation, and/or other domestic disputes, please understand that the YMCA will not become involved in any of these matters. These issues are best handled between you and your attorney. Children can only be released to parents, guardians, or other adults who are listed on the child's authorized pick-up list. In the event of a custody dispute, we must rely on information provided by the enrolling parent (parent of record).

Camera/Video Policy

Video recorders, cameras, or other visual recording devices are not allowed on the premises without the consent of YMCA management. Please see our front desk staff for specific details. The Golden Corridor Family YMCA will prosecute, to the full extent of the law, anyone caught taking inappropriate pictures of another person. In addition, YMCA membership and program participation privileges will be revoked.

No Firearms Policy

It is the policy of Golden Corridor Family YMCA to maintain an environment that is safe for all persons, including the community, and conducive to attaining high work standards. To achieve these objectives, the YMCA is committed to a strong stand against firearms and weapons wherever Y programs are held, including buildings, grounds, and schools. It is the Golden Corridor Family YMCA's policy to maintain a firearms and weapons free environment and prohibit the possession of firearms and weapons regardless of

any license or permit that an individual may have which would otherwise authorize the individual to carry firearms or weapons. The Golden Corridor Family YMCA will strictly enforce this policy.

DCFS Mandated Reporters

The YMCA staff have a social responsibility to report suspicion of child abuse or neglect to DCFS. State law requires professionals in education and childcare to become trained as mandated reporters to protect all children. Authorities will also be called immediately if YMCA staff suspect a parent/guardian is under the influence of drugs or alcohol, or if they witness an act of child abuse.

Childcare Tax Statements

Yearly childcare tax statements are mailed out by January 31st yearly and can be obtained by contacting the Youth & Family Director via email at nathann@gcfymca.org.

Discipline and Guidance

A positive guidance approach is used to help children develop positive self-esteem, build trust in the world around them and develop autonomy and pride in their work. A supportive, nurturing environment with caring adults is the first step in the development of inner control and appropriate behavior. Our staff set limits by using a set curriculum, which provides structured choices for children. By allowing children to assume responsibility for their actions, they develop self-control and become aware of the rights of others. Consequences (logical and natural) developmentally related to the child's behavior might include reinforcing positive behavior, modeling appropriate behavior, and assisting children with finding words to describe how they are feeling.



PROGRAM PARTICIPANT CONDUCT

Participant Character Contract

The goal of our program is to provide a safe and healthy atmosphere for children to develop a variety of skills and relationships while participating in activities. Throughout the year, we utilize our Character Development Mission to emphasize the core values of the YMCA and develop respect, responsibility, caring, and honesty among each participant. Please review the character contract as a family.

YMCA Program Expectations:

1. No foul language
2. No threats to staff or peers
3. Keep our hands to ourselves
4. Respect staff & other campers
5. Follow through with activity expectations
6. Cannot leave designated group area without notifying staff
7. When attending trips, must adhere to the location's rules & regulations
8. Will follow along with daily schedule of groups

The goal at the YMCA is to maintain a safe and fun environment for all staff and program participants. In order for our programs to be successful for all students; cooperation, respect and self-control must be our expectations for every child. Our team is more than willing to work you and your child(ren) to provide appropriate interventions within reason. When a child demonstrates that they have not followed the rules/expectations of the YMCA, the following will take place:

- 1. First Violation** – a staff member will address and document the issue directly with the child. The child may be removed from an activity for the day such as swimming, free time, etc. Parents will be contacted during the day depending on the time of the incident. Parents must sign the character contract at the time of pick-up.
- 2. Second Violation** – a staff member will address and document the issue directly with the child. The parent or guardian will receive a phone call and may be asked to pick up their child within the hour. The child is subject to a 1 or 3-Day suspension period, depending on the severity of the behavior. Parents must meet with camp leadership to discuss a behavior plan before their child is welcome back.
- 3. Third Violation** – a staff member will address and document the issue directly with the child. Parents may be contacted immediately to pick up their child from the program. The child will be subject to a 5-day suspension period. Parents must sign the character contract at the time of pickup. Parents must meet with camp leadership to discuss a behavior plan before their child is welcome back.
- 4. Final Violation** – the child will be dismissed from the program for the duration of the program.

****Interventions are cumulative and may not reset, depending on the severity and/or nature of each individual situation, disciplinary actions from prior programs and/or school years may be taken into consideration when making determinations for disciplinary action/dismissal.**

The following actions may result in a student's immediate dismissal from the program:

1. Physical attack or assault of a staff member
2. Threat to a staff member or to a staff member's property
3. Running from assigned group and staff members
4. Extreme violence towards another program participant

Please note that the YMCA will NOT share information regarding disciplinary action taken against any child outside of the child's immediate parent/guardian for safety reasons and privacy purposes.

The following is prohibited conduct, behavior, or activity at the Golden Corridor Family YMCA:

1. Insubordination is defined as failure to comply with requests from any staff member. This includes all YMCA staff, first student personnel, and non-YMCA staff members such as school district personnel and staff responsible for any field trip sites.
2. Bringing weapons, or look-alike weapons, such as guns, clubs, chains, knives, brass knuckles, spears, and any other device that could be used to hurt or harm a student, staff member, or anyone on YMCA property is strictly prohibited.
3. Intimidating or attempting to intimidate (threaten) students or YMCA personnel.
4. Bullying is severe or pervasive physical or verbal conduct, including written or electronic communications, directed to a student or students that can reasonably be expected to:
 - a. Place them in reasonable fear of harm to their person or property
 - b. Cause a substantial detrimental effect on their physical or mental health
5. Vandalism is the intentional damage to, or destruction of YMCA property, school district property, or the property of any field trip sites.
6. Theft: Stealing or possession of stolen YMCA, student, or faculty property.
7. Electronic Devices/Cell Phones: In order to maintain a safe and healthy environment in our programs, students are not allowed to use or have turned on any electronic signaling and cellular telecommunication devices during program hours, unless authorized by the YMCA leadership team.
 - a. Electronic signaling devices include but are not limited to cellular telephones, Personal Assistant Devices, iPods or mp3 players, laptop computers, and devices that can communicate by voice or text communication.
 - b. The YMCA is NOT responsible for a lost or stolen cell phone. YMCA staff will confiscate electronic devices that are visible or in use during program hours.
8. Fighting or any other type of physical abuse will not be tolerated at the YMCA. The YMCA views this as an unacceptable means to solve a conflict, no matter what the circumstance. Students are prohibited from involving themselves in a fight for any reason.
9. Acts which directly or indirectly jeopardize the health, safety, and welfare of students and/or YMCA personnel are strictly prohibited. This includes willfully obstructing an investigation by giving the YMCA program Director and/or Coordinator by giving false information or by withholding information in response to questions.
10. Sexual Harassment: Sexual harassment is interpreted to be any unwelcome verbal or physical conduct of a sexual nature. Such conduct is a violation of procedures and will be handled through disciplinary action. Any student who believes that they have been subject to sexual harassment or any person who believes that they have witnessed an incident of sexual harassment should make a complaint. The initiation of a complaint of sexual harassment will not result in retaliation, bias, or intimidation against the complainant. All complainants shall immediately be referred to the Human Resources Director for investigation.
11. Acts of intolerance for diversity, either physical or verbal, which may include, but are not limited to, race, ethnicity, sexual preference, religious belief, gender, disability, etc. All students should have respect for one another and all staff.
12. Use of inappropriate or offensive language will lead to disciplinary action. This language includes, but is not limited to, profanity.

*We reserve the right to dismiss your child from the program at any time if we deem unsafe placement due to environment, physical, emotional, or other harm to themselves, other children, staff, and members.

*Refunds will not be provided for any days missed due to suspension from programs.

*The YMCA obtains the right to modify and/or add policies and procedures to this contract throughout the program session either with or without notification to parents/guardians.

HEALTH AND WELLBEING

Children Presenting Illness

The wellbeing and safety of children in the YMCA childcare programs is the YMCA's first priority. If a child show signs of illness while in the program such as vomiting, fever, temperature of 100.3 degrees or higher, diarrhea, or symptoms of Covid-19 or any other illness, the parent or guardian will be called and required to pick up the child as soon as possible.

A sick child will be separated from others and allowed to rest until their parent or guardian arrives. Children showing symptoms of illness or fever may return to the program after they have gone 24 hours fever and vomit-free without the aid of medication.

As a childcare program providing care during the ongoing pandemic, we rely on the communication of our families to keep everyone safe. It is REQUIRED that parents notify the Youth & Family Director if someone in your home has tested positive for Covid-19. If a positive case of Covid-19 is detected within our program, all parents of exposed children will be notified by the YMCA.

Emergency Medical Care

YMCA staff are careful to ensure the safety of the children in our care and are trained in CPR and First Aid. If a child is involved in a minor incident, appropriate first aid will be rendered by program staff. Parents will be given an "ouch" report for these injuries as needed. Parents will be notified immediately of any moderate or severe injuries. If the parent or guardian cannot be reached, the program staff will begin to contact the child's emergency contacts. For critical injuries, staff will call 911 and have the child transported by ambulance to the local hospital if deemed necessary by paramedics.

Insurance

Medical, dental, and accident insurance for each child are the responsibility of the parent or guardian. The Golden Corridor Family YMCA DOES NOT provide individual insurance coverage.



Medications

YMCA staff cannot administer any non-prescription drugs such as aspirin, Tylenol, cough syrup, etc. Medication prescribed by a physician may be administered by the staff only, if in the prescription bottle. Each parent must fill out a medication distribution form before medication can be administered.

Prescribed medication must be in its original bottle and be marked LEGIBLY with:

1. child's full name
2. name of medication
3. dosage/directions for administering.
4. name of physician

Medication of any kind **MUST** be held by the staff. We store all medication in a locked box or in a unit leader's first aid kit when necessary. All medication is administered by trained staff.

Inhalers: If your child requires an inhaler and you wish for them to self-administer **ONLY** inhaler medication, you still must fill out the medication form and note that the child is permitted to self-administer.

**** It is no longer necessary to provide immunization records to attend YMCA programs.**

Allergies

It is your responsibility to let us know on the medical form if your child has any allergies along with your child's possible reaction should they come in contact with the allergen. **Due to the high number of Golden Corridor Family YMCA keeps programs nut-free.** Nut products are not permitted, including peanut butter sandwiches and Nutella.



Staff Requirements & Qualifications

All Golden Corridor Family YMCA Day Camp staff are thoroughly screened before hiring by background check, interviews, as well as professional and personal reference checks. Background checks include criminal and sex offender registry searches.

Our staff also meet or exceed day camp requirements set by the YMCA of the USA. Day camp staff are chosen based on maturity, patience, leadership qualities, education, and experience.

All camp staff are aged 18 or over. Most are in college, studying to be in education, family/social services, or recreation-related fields. Before the start of summer, our camp staff will complete approximately 40 hours of training, including:

CPR/First Aid/AED	Blood Borne Pathogens	Child Abuse Prevention
DCFS Mandated Reporter	Aquatics Safety	Field Trip/Bus Safety
Behavior Management	Emergency Procedures	YMCA Mission/Values
Character Development	Bullying Prevention	Active Shooter Preparation
Working with Special Needs	Curriculum Planning	Relationship Building
... and more!		

A Day at Camp

*In order for your child to get the best experience from camp, and due to scheduling and logistics, we ask that campers be dropped off before 9:00 a.m. and picked up after 4:00 p.m. Our core curriculum is during the hours of 9:00 a.m. and 4:00 p.m., and it can be very difficult to accommodate late drop-offs and early pick-ups.

First Day

Whether you have signed up for the entire summer or just a couple weeks, the first day of camp can always be a little stressful, sometimes for the parent and child! Please allow a little extra time to meet your counselor and transition into the first day.

"Typical" Daily Schedule

Depending on the day of the week, the schedule will vary, but we would like to give you glimpse into a "traditional" day of camp:

7:00–9:00 a.m. Extended Care: Morning drop off. Breakfast provided. Free time choices such as table games & activities, reading, sports, along with arts and crafts.

9:00 a.m. – 4:00 p.m. Core Curriculum: includes morning circle, themed small and large group games, arts and crafts, sport of the week, fun fitness, curriculum-based activities, swimming, or field trips.

4:00 – 6:00 p.m. Extended Care: Afternoon pick up. Free time choices such as board games & table activities, sports, arts & crafts.

Field Trips

A field trip schedule is available online in the summer camp brochure. **REMEMBER TO HAVE YOUR CAMPER WEAR THEIR CAMP T-SHIRT ON FIELD TRIP DAYS!** If your child does not have their camp t-shirt on a field trip day, then you will be required to purchase a new shirt on-site. The charge will be added to your account and will be billed with your next payment or invoiced to you directly. Field trips are all included in the weekly cost of camp.

All students must arrive to camp by 9:00am on their assigned field trip day. On field trip days, if your child is not at the site by 9:00am, they will not be able to attend that day's field trip and you will have to find alternate childcare for them. **Late campers will not be permitted to stay at the site while the rest of camp is on a field trip. All age group staff will be on the field trip.** Your money will not be refunded if you are late.

Field Trip Schedules:

- Kindergarten, 1st, and 2nd Grade: Tuesdays
- 3rd and 4th Grade: Wednesdays
- 5th and 6th Grade: Thursdays
- 7th-10th Grade: Mondays and Thursdays

Transportation

The YMCA owns two non-CDL buses that are driven by trained staff and are fully insured. These will be utilized weekly for field trip transportation, and other groups may utilize them as needed throughout the camp season. We abide by all safety rules and regulations provided by the bus company and maintain our own extra safety regulations. Certain field trips may require use of contracted busses, in which case we will utilize First Student where all commercial buses are driven by a trained and certified driver.

Weather

In the event of severe weather such as extreme heat or severe rain, campers will be moved inside the YMCA to a safe area where their camp activities will continue. Field trips may also be adjusted, cancelled, or changed based on the day's weather.

Camp Attire

Each camper will be given one camp shirt. These camp shirts must be worn on all field trip days. Otherwise, please dress your child in play clothes. Having fun can be dirty and messy! We will be running and playing outside, so for your child's safety they must wear sneakers and socks. **ABSOLUTELY NO SANDALS OR FLIP FLOPS ALLOWED!** Bring a sweatshirt or jacket. The weather can change quickly, but we will not let it spoil our day! Please label everything with your child's name!

What to Bring to Camp & What to Keep at Home

WHAT TO BRING TO CAMP

- Tennis shoes (no sandals or flip flops)
- Backpack for carrying all belongings
- Nut-Free Breakfast and/or Lunch (if your child will not eat what is provided)
- Swimsuit, Towel
- **Sunscreen (spray-on recommended) * (mandatory)**
- Comfortable clothing
- Values, Morals, Good Listening Skills and Smiles
- **REFILLABLE WATER BOTTLE* (mandatory) (no glass)**
 - (A refillable water bottle is ESSENTIAL to a fun and healthy day camp experience. The YMCA provides a cooler/water fountain to refill water but DOES NOT provide a water bottle or cups—it is the responsibility of the family to provide children with a water bottle.)
- **Please be aware that your child will not be permitted into camp without closed toe shoes, sunscreen, and a water bottle. They will be checked daily at the sign in table. It is the parent's responsibility to make sure these items are with their camper on a daily basis. No exceptions to this rule will be made.**

WHAT TO KEEP AT HOME

- Money
 - Exceptions to this rule are made for certain field trips. Should a family choose to send money to camp with their child, please note that the YMCA is not responsible for any lost or stolen money, or items purchased with that money.
- Electronics from home
- Cell Phones
- Any toys/ sports equipment etc.
- Inappropriate behavior, language, clothing, etc.

Any uninvited items brought to camp will be confiscated for the day and returned ONLY to the child's parent/guardian. We are strict on this policy to ensure the protection of your property.

Swimming

Every week, campers will have designated swim days. The swim schedule for this summer is as follows:

- Kindergarten, 1st, and 2nd Grade: Mondays and Wednesdays
- 3rd and 4th Grade: Tuesdays and Thursdays
- 5th and 6th Grade: Mondays and Wednesdays
- 7th-10th Grade: Tuesdays and Wednesdays

Each week, campers will be allowed the opportunity to be tested by a swim instructor/lifeguard to determine swimming ability. If your child does not pass the deep end test, they will not be permitted into the deep end of any of the pool. The determination of each child's level will be made by the aquatics staff of our facility or the facilities we visit. Each camper may have the opportunity to be retested each week. You may request to have your child remain in the shallow end.

All staff are in the water with our campers, in addition to all trained lifeguards at facilities we visit. The YMCA does provide lifejackets, but supplies are limited. YMCA lifejackets will NOT be taken with on any swimming field trips. Families may send personal flotation devices from home with their children if they so choose. However, **for both the YMCA and any aquatic facilities we visit, ALL swim safety items must be U.S Coast Guard Approved.** Goggles are optional and will not be provided by the YMCA.

Newsletters & Communication

Newsletters: will be emailed weekly. Please read them to keep informed about camp schedules and information. From time to time we may send out a flyer or letter with additional information. The check-in/check-out staff person will have the most recent communications that were sent home so you may check with them if you feel you have missed a flyer or newsletter. **We obtain the right to add or change rules and regulations throughout the camp session. You will be notified of all changes before they take effect.** These changes will also be included in the newsletters.

E-Mail: Please provide your e-mail address on the registration form for communication with the camp director. E-mail is also how you will receive our summer camp survey! We love your feedback!

Remind Text Alerts: Sign up for text alerts! We will use the Remind App to push out reminders and informative information. Text @2024taylor to 81010. Please make sure to turn on notifications!

Photographs: As a program participant of the Golden Corridor Family YMCA, your child may be photographed during his/her activities here. The Golden Corridor Family YMCA may use their photos periodically in our brochure or other publications.

Social Media: Please follow the Golden Corridor Family YMCA on Facebook for updates and pictures of the fun!

Keep Staff Informed: We strongly request that you keep us informed about changes in emergency numbers, addresses, work numbers, etc. If you plan to be out of town, or at a place other than our information indicates, it is your responsibility to inform us where to reach you in case of an emergency.

Please keep our team informed of any changes in your child's world that may affect him/her. (Summer school problems, sickness of a family member, separation/divorce of parents, etc.). The camp staff is sensitive to your child's needs and feelings, but notification of large events in the child's life is extremely useful to determine a proper procedure.