



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **Welcome to Summer 2024!**

We are excited that you are looking at Campanelli YMCA for your child's summer adventure! As we begin the 2024 Summer Camp season, we would like to welcome all our new summer families and extend a welcome back to each of our returning families! The YMCA offers a community experience like no other; your child will make friends, be healthy and active, learn new skills, and make memories that will last a lifetime!

We are committed to teaching the Y Core Values – respect, responsibility, honesty, and caring, and creating a nurturing community that supports what your kids are learning at home. Your child's safety is our top priority, and we take this responsibility very seriously. Our caring staff are carefully screened, and all staff are CPR/First Aid Certified and trained in child abuse prevention prior to the start of summer camp season.

The Summer Camp Parent Handbook has been created as a reference guide for both parents and children. It contains vital information and policies about our summer program. Please take the time to read and review the entire handbook prior to the start of camp. If you have any questions or comments, please feel free to contact your child's camp director.

A fun summer adventure awaits!

Sincerely,

Sheila Turek  
Director of Youth Development  
847-891-9622 ext. 106  
Sheilat@gcfymca.org

Matt Grossi  
Youth & Family Director  
847-891-9622 ext. 105  
Mattg@gcfymca.org

## DAY CAMP STAFF

Our staff is selected based on experience and education, ability to relate to children, sensitivity to children's individual needs, and recreational skills. Most staff are college-age and participate in an intense training, team building, and program development that helps teach the policies, procedures, and core values of the Campanelli YMCA Day Camp Program based on Y of the USA standards.

Camp Directors are full-time, year-round management staff of the YMCA. They have extensive work and educational background in childcare/education.

Site Directors are seasonal staff who oversee the daily operations of each of our day camps. Many of these staff have experience of working with children and many are working towards a degree in education. These individuals are always on site, visible and active in their specific camps.

## YMCA CHARACTER DEVELOPMENT

The Campanelli YMCA is committed to developing the spirit, mind, and body of all persons in a positive, healthy, family-oriented environment through quality leadership, programs, and facilities. The YMCA mission comes to life through the emphasis of four core character values: Caring, Honesty, Respect, and Responsibility. To help make this summer a positive experience for your camper, discuss with your child what they are learning and experiencing, and how they and your family can display these values and qualities with others.

### BILLING INFORMATION CAMP PAYMENT SCHEDULE

<u>Week#</u>	<u>Week of</u>	<u>Due Date</u>
Week 1:	06/03/2024	05/20/2024
Week 2:	06/10/2024	05/27/2024
Week 3:	06/17/2024	06/03/2024
Week 4:	06/24/2024	06/10/2024
Week 5:	07/01/2024	06/17/2024
Week 6:	07/08/2024	06/24/2024
Week 7:	07/15/2024	07/01/2024
Week 8:	07/22/2024	07/08/2024
Week 9:	07/29/2024	07/15/2024
Week 10:	08/05/2024	07/22/2024
Week 11:	08/12/2024	07/29/2024

## **Camp Fees**

Camp fees are due two weeks in advance of each registered session. Please refer to the above schedule for specific dates.

## **Late Payments**

The YMCA reserves the right to suspend services if payment is not received prior to your camper's week. For payments not received by the due date, parents/guardians will be charged a \$30 late fee in addition to the outstanding balance.

## **Weekly Deposits**

A \$ 50 non-refundable weekly deposit is due at the time of registration to reserve your child's participation for each registered camp session for the Campanelli camp. For the Kasper camp, there is a \$ 25 non-refundable weekly deposit.

## **Automatic Payments**

The YMCA will automatically debit your account or credit card two weeks in advance of each registered camp session, according to the schedule listed above. A \$30 late fee will be charged for any payments that are returned.

## **Session Changes**

A 14-day notice is required to change any camp days or camp sessions in order to receive a credit or refund. No credits or refunds will be issued for changes requested less than 14 days in advance. The \$50 deposit is non-refundable for drops.

Parents Please Note: A copy of your child's birth certificate and most current immunization records are required to start camp. This documentation is required for all state-licensed preschools.

Several field trips are scheduled throughout the summer and take place during camp hours. A reminder flyer will be sent home giving specific details about each trip and what preparations need to be made.

On field trip days we request the following:

Arrive at camp no later than 8:30 AM on field trip days. If the bus has left before you arrive at camp, we cannot accept your child that day. All summer camp staff will be out of the building and working the field trips. Children will return by 4:00 PM from field trips unless otherwise specified.

Campers should wear their camp t-shirts on all field trips.

DO NOT SEND MONEY WITH YOUR CHILD. We do not provide opportunities for purchases, and we cannot be responsible for loss or theft.

In the case of inclement weather (too hot or rainy), the field trip may be cancelled. The YMCA will make every effort to reschedule the trip at a later date. Parents will be notified of the cancelled trip as soon as possible. Alternate activities will be provided for the children.

# PRESCHOOL CAMPS | DISCOVERY & EXPLORERS| WEEKS/THEMES/TRIPS

## FIELD TRIPS FOR DISCOVERY AND EXPLORERS CAMP (3–5-year-olds)

Week	Date	Theme	Week Field Trip Location
1	June 3 - June 7	Friendship Week	1 Magic Show at Y
2	June 10 - June 14	When We Grow Up	2 Bubble Party at the Y
3	June 17- June 21	STEAM	3 Tie Dye at Y
4	June 24 - June 28	Superhero Week	4 LEGOLAND
5	*July 1 – July 5 <sup>th</sup>	Bug Week	5 Spring Valley Nature Center
6	July 8 - July 12	Spirit Week	6 Movie Theater
7	July 15 - July 19	Splash Week	7 Bartlett Sprinkler Pad
8	July 22 - July 26	Barnyard Palooza	8 Cosely Zoo
9	July 29– August 2	Dinosaurs	9 Pirates Cove
10	August 5 - August 9	Circus Week	10 Carnival Day at the Y
11	August 12- August 14	Imagination	11 Stuffed Animal Workshop at Y

CAMP HOURS 9:00AM-4:00 PM \*Camp WILL NOT BE IN SESSION Thursday, July 4th  
 EXTENDED AM & PM CARE HOURS ARE AVAILABLE FOR ADDITIONAL FEES.

AM CARE: 7:00 AM - 9:00 AM | PM CARE: 4:00 PM - 6:00 PM

# CAMPANELLI YMCA| ONSITE CAMPS| 300 W. Wise Rd Schaumburg

## WEEKS/THEMES/FIELD TRIPS

Several field trips are scheduled throughout the summer and take place during camp hours. A reminder flyer will be sent home giving specific details about each trip and what preparations need to be made.

On field trip days we request the following:

Arrive to camp no later than 8:30 AM on field trip days. If the bus has left before you arrive at camp, we cannot accept your child that day. All summer camp staff will be out of the building and working the field trip. Children will return by 4:00 PM from field trips unless otherwise specified.

Campers should wear their camp t-shirts on all field trips.

Camper field trip lunches must be 100% disposable.

DO NOT SEND MONEY WITH YOUR CHILD. We do not provide opportunities for purchases, and we cannot be responsible for loss or theft.

In the case of inclement weather (too hot or rainy), the field trip may be cancelled. The YMCA will make every effort to reschedule the trip at a later date. Parents will be notified of the cancelled trip as soon as possible. Alternate activities will be provided for the children.

### FIELD TRIPS FOR CAMPANELLI CAMP (Pathfinders, Voyagers, Navigators & Teens)

Week	Date	Theme	Week	Field Trip Location
1	June 3 - June 7	Friendship Week	1	Magic Show at the Y
2	June 10 - June 14	Fitness Fun	2	Bowling
3	June 17 - June 21	STEAM	3	Tie Dye at the Y
4	June 24 - June 28	Mission Impossible	4	Sky Zone Trampoline Park
5	*July 1- July 5	Animal Planet	5	Brookfield Zoo
6	July 8 - July 12	Spirit Week	6	Movie Theater
7	July 15 - July 19	Splash Week	7	Bartlett Water Park
8	July 22- July 26	Olympics Week	8	Navy Pier Boat Tour
9	July 29- August 2	Nature Week	9	Cantigny Park
10	August 5 - August 9	Imagination	10	Carnival Day at the Y
11	August 12- August 14	Circus Week	11	Stuffed Animal Workshop at the Y

\*Camp WILL NOT BE IN SESSION Thursday, July 4th due to the holiday. CAMP HOURS ARE FROM 9:00 AM UNTIL 4:00 PM

EXTENDED AM & PM CARE HOURS ARE AVAILABLE FOR ADDITIONAL FEES.

AM CARE: 7:00 AM - 9:00 AM | PM CARE: 4:00 PM - 6:00 PM

## **KASPER CAMP| SCHOOL BASED WEEKS/THEMES/FIELD TRIPS**

Several field trips are scheduled throughout the summer and take place during camp hours. A reminder flyer will be sent home giving specific details about each trip and what preparations need to be made.

On field trip days we request the following:

Arrive at camp no later than 8:30 AM on field trip days. If the bus has left before you arrive at camp, we cannot accept your child that day. All summer camp staff will be out of the building and working the field trips. Children will return by 4:00 PM from field trips unless otherwise specified.

Campers should wear their camp t-shirts on all field trips.

DO NOT SEND MONEY WITH YOUR CHILD. We do not provide opportunities for purchases, and we cannot be responsible for loss or theft.

In the case of inclement weather (too hot or rainy), the field trip may be cancelled. The YMCA will make every effort to reschedule the trip later. Parents will be notified of the cancelled trip as soon as possible. Alternate activities will be provided for the children.

### **FIELD TRIPS FOR KASPER CAMPS**

Week	Date	Theme	Week	Field Trip Location
1	June 3 - June 7	Sports Jerseys	1	Elk Grove Cinema
2	June 10 - June 14	Crazy Hair	2	Legoland
3	June 17 - June 21	Hawaiian	3	Urban Air
4	June 24 - June 28	Wacky Socks	4	Reptile Show (on-site)
5	*July 1– July 5	Superheroes	5	Rainbow Falls
6	July 8 - July 12	Red, White, and Blue	6	Enchanted Castle
7	July 15 - July 19	Space	7	Volkening Heritage Farm
8	July 22- July 26	Safari	8	Art Fuzd (On-site)
9	July 29– August 2	Beach	9	Atcher Island
10	August 5 - August 9	Tie Dye	10	Carnival Day at the Y
11	August 12- August 14	Twin Day	11	Stuffed Animal Workshop

\*Camp WILL NOT BE IN SESSION Thursday, July 4th due to the holiday.

CAMP HOURS ARE FROM 7:00 AM UNTIL 6:00 PM

## GENERAL GUIDELINES

### 1. WHAT TO BRING & WHAT NOT TO BRING TO CAMP

#### BRING TO CAMP:

- Swimsuit, and towel for pool
- 50 SPF Spray sunscreen ONLY (please apply on your child before camp)
- Gym shoes (NO SANDALS)
- 1 Afternoon Snack (YMCA will provide breakfast and lunch)
- Weather appropriate clothing/hat
- Refillable water bottle (labeled with first & last name)
- Book (optional)

#### DO NOT BRING TO CAMP:

- Glass containers or bottles
- Knives, guns, other weapons (or any toys resembling those items)
- Personal Items
- Electronics (including cell phones)

The YMCA is not responsible for any items lost, stolen, misplaced, or ruined. Any personal items brought from home will be collected and returned to the parent at the end of the day.

### 2. Breakfast and Lunch Included!

The YMCA will be providing a breakfast and lunch daily for all campers. All campers need to provide their own afternoon snack. (Breakfast, Lunch and Afternoon Snack are provided for the licensed Preschool Camps, Discovery, and Explorers). Personal sized coolers or insulated bags are highly recommended because **refrigeration is not available**. Soda is highly discouraged because the children will need to replenish body fluids, especially on hot summer days. Please send your child with a refillable water bottle. Kids will take frequent water breaks and we will refill water bottles throughout the day.

### 3. ABSENCES

Please inform the Y as soon as possible if your child will be absent for illness or other reasons from camp. Parents of YMCA on-site campers should call 847.891.9622. We will need to know your child's name, the camp your child attends, and the date(s) your child will be absent. No refunds or credits will be issued for your child's absence. Illnesses extending more than one week are eligible for credit with a note from a physician.

### 4. CLOTHING & DRESS

All campers should dress for the weather accordingly. On cold days/mornings, sweatshirts or light jackets may be necessary. YMCA Day Camps are based on the traditional "outdoor camp" experience, and your

child will spend a lot of time outdoors. Camp is very active and good quality footwear is recommended. Please Note: Children will receive a camper T-shirt to wear on field trip days only.

## 5. SWIM DAYS

The Campanelli Summer Day Camp (YMCA camps at Y) will swim on Tuesday, and Friday unless a field trip has been scheduled for that day. Please send a swimsuit and towel in a separate bag so that other things do not get wet. Please write your child's name on suits, towels, goggles, and masks. All campers are swim tested to ensure they are placed in the appropriate depth of the pool. **PRESCHOOL CAMP (DISCOVERY AND EXPLORERS) WILL SWIM ONCE A WEEK ON FRIDAYS.** Please send your child in their swimsuit under their clothes for easier transition. Counselors will swim with campers and supervise the children in the locker room. The YMCA provides life safety jackets please don't send any from home as they need to be American Red Cross Certified.

### KASPER CAMPS

KASPER campers will swim on Thursdays at the Campanelli YMCA. They will be bused to and from the Y. Please send your child a swimsuit and towel in a separate bag. Please put your child's name on their towels and on their swimsuits.

## LOST AND FOUND

All items left behind at the end of the day will be placed in the lost and found box at your child's camp site. Valuables such as phones, I.D. cards, jewelry, etc. will be kept at the YMCA Campus Front Desk. Please see a summer camp counselor to help locate any missing items.

## DROP-OFF AND PICK-UP PROCEDURES

### Campanelli Camps

Morning Drive up Drop off: Please drive up to the camp table located near the pavilion to drop your child off each day. A camp staff will greet you and check your child in. Please drive carefully through the parking lot being mindful of pedestrians.

Afternoon Park to Pick up: Parents are required to park their vehicles to pick up their child at the end of the day within the camper's designated camp area, such as camp table or the front desk of the YMCA. Upon your arrival, please notify a Camp Counselor you are picking up your child. We consistently monitor attendance, and it is critical that each child is appropriately signed-out for the day.

A camp staff will greet you and use a walkie to let camp staff know you are here to pick up your child. Parents/Guardians/Authorized pick-ups must present ID to pick up child, please have them ready.

**KASPER CAMPS:** Please Park and walk your child into the gym at KASPER school. There will be a buzzer on the door to press to let staff know you are present at drop off and pick up.

### YMCA Camp:

Discovery & Explorers Camp

Pathfinders, Voyagers, Navigators, & Teen

KASPER CAMPS

### Designated Camp Areas:

Indoors | YMCA's Preschool

Outdoors | near the picnic pavilion (North end of parking lot)

School Based Camps -location TBD

Inclement Weather Drop-Off / Pick-Up Procedures

In the event of inclement weather, all camps will be held indoors. Please be prepared on these days to conduct drop-off and/or pick-up indoors. To ensure the safety of all children, staff will ask parents to



provide a valid photo I.D. at the time of pick-up. Thank you for your understanding of Y's strong commitment to keep your children safe.

### **General Safety Parking-Lot Reminders:**

- Please DRIVE WITH CAUTION throughout the parking lot.
- DO NOT leave other children unattended in our car at pick-up or drop-off.

DO NOT leave your car engine running once you leave your car.

Please closely monitor your child when walking through the parking lot to ensure their safety.

### **Late Pick up Policy**

Summer Camp Program ends at 6:00 PM every day. If your child is not picked up by 6:00 PM, a fee of \$15 will be assessed for the first 10 minutes, and a \$1 fee for each additional minute will be incurred after that. IF YOU ARE RUNNING LATE, CONTACT YOUR CHILD'S CAMPSITE IMMEDIATELY.

## **BEHAVIOR MANAGEMENT POLICY**

Our policy is designed to promote self-control, self-respect, consideration of others, and socially acceptable behaviors. It is a learning process for children. The YMCA promotes a welcoming and friendly environment for all to ensure that every child perceives a positive self-image.

The YMCA has a ZERO TOLERANCE for bullying.

### **EXPECTED Behaviors include:**

- Ability to interact appropriately in group settings.
- Hands and feet to yourself
- Use inside voices (soft/normal tone)
- Follow directions.
- Respect the staff and others.
- Respect other people and their belongings
- No name calling.
- No throwing rocks, sticks, dirt, etc.

### **UNACCEPTABLE Behaviors include:**

- Being disruptive
- Runners (children who run away from camp)
- Endangering the health or safety of children and staff
- Continuous refusal to follow rules of behavior.
- Habitual use of profanity, obscenity, or racially directed comments.
- Theft or damage of private property
- Leaving the site premises without permission
- Inappropriate sexual comments | verbal harassment
- Possession of any weapons
- Possession or use of illegal substances or medications (prescription or over the counter)
- Requiring consistent one-on-one care due to unacceptable behavior choices

## **Discipline Procedures include:**

YMCA Staff will take the steps listed below when a child displays inappropriate behavior.

1. Encourage positive behaviors and clearly identify inappropriate behavior. A verbal warning will be given. Making better choices will be discussed with the child.
2. Incidents will be professionally documented by the staff (type of behavior, what provoked the behavior, what the staff did to modify the behavior).
3. Other alternatives may include Cool off time (lasting no longer than one minute per year of age) and certain privileges may be modified.
4. If the behavior continues, a second verbal warning will be given with similar consequences.
5. If the behavior continues with a third warning, staff shall discuss the problem with managing director and parent.
6. Parents and staff will create a written behavior plan.
7. Ongoing behavioral issues will result in transition plan to another program.
8. Runners (children who run away from camp, or purposely run out of the building) may be disenrolled immediately.

If the child's behavior threatens their personal safety, other children or staff, the parent/guardian will be notified and will be expected to pick-up the child within one hour. If your child is involved in an incident with others, staff will not disclose the personal names of other children to other parents. Any child who, after attempts have been made to meet the child's individual needs, demonstrates inability to benefit from group care offered by the YMCA, or whose presence is detrimental to the group, may be discharged from the program. The YMCA can provide professional referrals to other agencies/facilities which may be better suited to meet your child's needs.

## **COMMUNICATION**

Parent-Staff Conferences: Camp Directors are happy to discuss your child's camp experience with you! Most daily concerns can be dealt with at the time of the child's pick-up or drop-off. Parents are welcome to request a conference at any time to discuss their child's involvement in camp.

Weekly Schedules Weekly schedules will be available to parents at the sign-in table. The schedules will include upcoming themes and activities,

## **RELEASE OF PERSONAL INFORMATION**

The YMCA will not release or share any personal information on the child or family. Parents will be asked to sign a Release Form to authorize the YMCA to use camp photos of children for marketing purposes at the time of registration.

## **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 Campanelli

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.

### **Preschool-Kindergarten Immunization Records**

A completed and updated immunizations record must accompany all preschool day camp registrations. The form is a state requirement for licensed preschool programs.

### **HEALTH CHECKS**

Every camper will be visually checked for general wellness each day. If your child shows any sign of illness, rash, high temperature, diarrhea, infection or any contagious disease, the parent/guardian or other authorized person will be called and required to pick up the camper within one hour.

### **EMERGENCY MEDICAL TREATMENT**

YMCA Camp Staff are trained in both CPR and First Aid. In the event a camper needs emergency medical attention, the YMCA will call local paramedics first, and then, the parent/guardian of record. If your child is transported by paramedics, a YMCA professional staff person will accompany your camper to the hospital. If an injury or illness does not appear serious, but needs immediate attention, the parent/guardian will be notified and can determine the appropriate course of action.

### **MEDICAL NEEDS**

Campers with special medical needs or require the administration of prescription medicine during camp hours, must provide a doctor's note with specific instructions in writing prior to the camper attending camp. The medication must be in the original container, clearly labeled, with current information containing the camper's name, date, physician's name, and the dosage. A camper's asthma inhaler or epi-pen will always be carried by their counselor. Under no circumstances will staff administer any over-the-counter medications without a doctor's note. All parents are required to fill out a YMCA Medical Authorization Form.

### **INSURANCE**

The Campanelli YMCA does not carry individual camper accident insurance. It is the responsibility of the parent/guardian to secure insurance for their child.

### **INCLUSION POLICY**

The YMCA fully embraces the American with Disabilities Act (ADA) and would like all special needs children to feel welcome in YMCA programs. To the extent it is reasonably possible and does not inherently change the summer camp program within the limitations of non-for-profits outline in ADA, YMCA Childcare programs will provide services to children with disabilities, or any special needs child in the same manner as service are proved for other children at comparable age. YMCA childcare programs are group centered programs; they do not provide one-on-one care, except on an intermittent basis, such as the need to attend to injuries, disciplinary issues, and certain personal care needs customarily provided to all children. If a YMCA staff member determines that a special needs child requires consistent one-on-one attention, the YMCA shall immediately discuss this issue with the child's parents. Parents shall be reminded of the above policy. Together, the YMCA and parents shall attempt to work out a solution or refer the child to a more suitable program environment.



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## Adult Code of Conduct

Adults who display any one of the following behaviors will not be allowed on YMCA property or program sites:

- Being disrespectful
- Physical abuse/verbal abuse of any kind
- Under the influence of alcohol/drugs
- Smoking at the site
- Confronting and correcting other parents or children enrolled in the program.

If YMCA staff suspect a parent/guardian is under the influence of alcohol or drugs, or witness child abuse, the police will be called. The YMCA's first responsibility is the safety of every child.

### RECEIPT OF PARENT HANDBOOK

I have read and received the policies of the Campanelli YMCA Summer Camp Handbook. I understand and agree to follow these policies. Failure to follow these policies may result in termination of the childcare service.

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Child's Name

Camp

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Parent/Guardian Signature

Date

