



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CAMPANELLI YMCA
300 West Wise Road
Schaumburg, IL 60193
Phone: 847.891.9622
www.gcfymca.org



2021 Campanelli YMCA Summer Camp

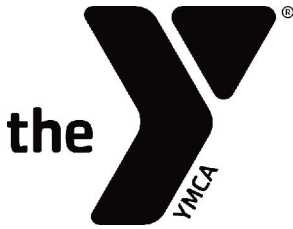
PASSPORT

TO

SUMMER!

Parent Handbook





FOR YOUTH DEVELOPMENT®
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Welcome to Summer 2021!

Thank you for choosing to be a part of the Campanelli YMCA's Summer Day Camp Program! As we begin the 2021 season, we would like to welcome all of our new summer families, and would also like to extend a great welcome back to each of our returning families. We look forward to providing your family with an exciting summer filled with memorable moments.

By making the decision to send your child to camp, you are providing him/her with an experience that will have a lasting impact. Camp is a place where your child will learn new skills, make friends, grow in confidence, gain a sense of independence, enjoy the outdoors and just have FUN!

We take pride in teaching the Y Core Values – Respect, Responsibility, Honesty and Caring – while 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 hired by seasoned YMCA Directors. Each staff person is thoroughly screened, and all staff are CPR/First Aid certified and trained in Child Abuse Awareness prior to the start of the summer camp season.

This 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.

Here's to the Best Summer Ever!

Very truly,

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

Campanelli YMCA | 300 W. Wise Road, Schaumburg, IL 60193
Phone: (847) 891-9622 | Fax: (847) 891-8901

DAY CAMP STAFF

Our staff is selected on the basis of experience, 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 upon the YMCA of the USA standards.

Camp Directors are full-time, year-round management staff of the YMCA. They have an extensive work and educational background in child care/education. The YMCA camp Director is Sheila Turek, Director of Youth Development.

Site Directors are seasonal staff who oversee the daily operations of each of our day camps. The majority of these staff are either certified teachers, or are working towards a teaching degree. These individuals are always on-site, visible, and active in their specific camps at all times.

Camp Counselors have diverse backgrounds in sports and fitness, outdoor education and nature, and arts and crafts. YMCA Camp Counselors have been active in their community through volunteer work or community service projects, in addition to working with children in one capacity or another. All counselors are Red Cross certified in CPR and First Aid.

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.



PRESCHOOL CAMPS

WEEKS/THEMES/ ON-SITE FIELD TRIPS

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 state-licensed preschools.

Several on-site 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.



DAILY CAMPER SUPPLIES
Campers should bring a backpack each day with the following supplies:

- Please label ALL supplies with your child’s name.
- Water bottle
- Face Mask
- Gym shoes
- 50 SPF Sunscreen (SPRAY bottle preferred)
- Meals: A healthy lunch and 2 snacks will be provided by the YMCA

CREATE & PLAY DISCOVERY AND EXPLORERS CAMPS

FIELD TRIPS FOR CREATE & PLAY DISCOVERY AND EXPLORERS CAMP

Week	Date	Theme	Week	Field Trip Location
1	June 1- June 4	All About Me!	1	Magician
2	June 7 - June 11	Imagination	2	Puzzle Solvers
3	June 14 - June 18	Dinosaurs	3	Reptile/Animal Show
4	June 21 - June 25	Science Rocks	4	Science Presentation
5	June 28 – July 2	Kids on the Move!	5	Fitness / Yoga
6	July 5- July 9	Color Me Happy	6	Paint Party
7	July 12 - July 16	Fairy Tales	7	Frisbee Art
8	July 19 - July 25	Bugs, Bees & Butterflies	8	Bubble Party
9	July 26- July 30	Drama Llama	9	Schaumburg on Stage Improv
10	August 2 - August 6	Bounce & Boogie	10	Inflatables Rental
11	August 9 - August 13	Splish Splash	11	Water Games at the Y

* No Camp on Monday, May 31st (Memorial Day)

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

CAMPANELLI YMCA CAMPS (1st-9th Grades)

WEEKS/THEMES/ ON-SITE FIELD TRIPS

Several on-site 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.

DAILY CAMPER SUPPLIES
Campers should bring a backpack each day with the following supplies:

- Please label ALL supplies with your child's name
- Water bottle
- Face Mask
- Gym shoes
- Sack lunch & Drink
- 2 healthy snacks
- SPF 50 Sunscreen (SPRAY bottle preferred)




FIELD TRIPS FOR CAMPANELLI YMCA CAMP (1st-9th Grades)

Week	Date	Theme	Week	Field Trip Location
1	June 1- June 4	Let's Make Some Magic!	1	Magician
2	June 7 - June 11	Mystery Sleuths	2	Escape Room Challenge
3	June 14 - June 18	Mighty Jungle	3	Reptile/Animal Show
4	June 21 - June 25	Mad Science	4	Science Presentation
5	June 28 - July 2	Kids on the Move!	5	Fitness / Yoga
6	July 5- July 9	Color Me Happy	6	Tie Dye
7	July 12 - July 16	"Go for the Gold" Olympics	7	Frisbee Art
8	July 19 - July 25	Bubble Bash	8	Bubble Party
9	July 26- July 30	Drama Llama	9	Schaumburg on Stage Improv
10	August 2 - August 6	Bounce & Boogie	10	Inflatables Rental
11	August 9 - August 13	Splish Splash	11	Water Games at the Y

* No Camp on Monday, May 31st (Memorial Day)

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

SPORTS CAMP | 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.

DAILY CAMPER SUPPLIES
Campers should bring a backpack each day with the following supplies:

- Please label ALL supplies with your child's name
- Water bottle
- Face Mask
- Gym shoes
- Sack lunch & Drink
- 2 healthy snacks
- SPF 50 Sunscreen (SPRAY bottle preferred)




FIELD TRIPS FOR SPORTS CAMP

Week	Date	Theme	Week	Field Trip Location
1	June 1- June 4	Team Building	1	Magician
2	June 7 - June 11	Softball	2	Escape Room Challenge
3	June 14 - June 18	Basketball	3	Reptile/Animal Show
4	June 21 - June 25	Soccer	4	Science Presentation
5	June 28 - July 2	Floor Hockey	5	Fitness / Yoga
6	July 5- July 9	Flag Football	6	Tie Dye
7	July 12 - July 16	"Go for the Gold" Olympics	7	Frisbee Art
8	July 19 - July 25	Soccer	8	Bubble Party
9	July 26- July 30	Kickball	9	Schaumburg on Stage Improv
10	August 2 - August 6	Field Day	10	Inflatables Rental
11	August 9 - August 13	Sports of all Sorts	11	Water Games at the Y

* No Camp on Monday, May 31st (Memorial Day)

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

GENERAL GUIDELINES

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

BRING TO CAMP:

- Face Mask
- 50 SPF Spray sunscreen ONLY (please apply on your child before camp)
- Gym shoes (NO SANDALS)
- Healthy lunch (insulated bag with ice packs recommended)
- 2 healthy snacks (AM & PM)
- Weather appropriate clothing/hat
- Refillable water bottle (labeled with first & last name)
- Book

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, soiled or damaged. Any personal items brought from home will be collected and returned to the parent at the end of the day.

2. LUNCH & SNACKS

Parents are required to send their camper with a healthy lunch, morning snack, and afternoon snack. Personal sized coolers or insulated bags are highly recommended because **refrigeration is not available**. Soda is highly discouraged because the children will need to remain hydrated throughout the day, 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

If your child will be absent from summer camp, **PLEASE INFORM THE Y AS SOON AS POSSIBLE.** Parents of YMCA on-site campers should call 847.891.9622. Please leave a message indicating your child's name, the camp your child attends, and the date(s) your child will be absent. **No refunds or credits are issued for absences. Illnesses extending more than one week are eligible for credit with a note from a physician.**

4. CLOTHING & DRESS

All campers should dress accordingly for the weather. 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.



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 consult with a summer camp counselor to help locate any missing items.

CONTACT FREE DROP-OFF AND PICK-UP PROCEDURES

Contact-Free Drop Off/Pick Up

The YMCA is utilizing a contact-free drop off and pick up routine to prevent mingling between camp groups. Upon arrival, staff are required to perform a temperature check and symptom screener prior to the camper exiting the vehicle and joining camp for the day. Staff will sign out campers at departure. Parents are required to remain in their vehicles at check in and check out. To ensure the safety of all children, staff will ask parents to provide a photo ID at the time of pick-up.

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 near the front entrance of the YMCA. You may use 15 minute parking. Please do not park in the crosswalk. Call (847) 341-11277 or (847) 891-9622 to let us know you are here to pick-up and a staff member will bring your child to the car.

General Safety Parking-Lot Reminders:

- Please **DRIVE WITH CAUTION** throughout the parking lot.
- **DO NOT leave other children unattended in your car** at pick-up or drop-off.
- **DO NOT leave your car engine running** once you leave your car.
- **PLEASE PARK IN DESIGNATED PARKING SPOTS** and observe all posted signage.

SUMMER DAY CAMP EXTENDED AM & PM CARE

Camp hours are scheduled 9:00 AM - 4:00 PM. Extended AM & PM care is available for additional fees: **AM Care** | 7:00 AM - 9:00 AM (\$25M/\$35GP) and **PM Care** | 4:00 PM - 6:00 PM (\$40M/\$50GP).

The 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.**



CAMPANELLI YMCA SUMMER CAMP COVID GUIDELINES

COVID-19 Health Screener Questions

The well-being and safety of children at the Campanelli YMCA Summer Camp are the YMCA's first priority. All campers are required to be temperature-checked at arrival, and parents are required to answer a series of health screener questions.

Has your child, or anyone in your family experienced ANY of the currently known symptoms of COVID-19 below in the past 24 hours?

1. Fever (temperature over 100.4 degrees)?
2. Cough?
3. Shortness of breath/difficulty breathing?
4. Chills?
5. Fatigue?
6. Muscle/body aches?
7. Headache?
8. Sore throat?
9. New loss of taste/smell?
10. Congestion/runny nose?
11. Nausea?
12. Vomiting?
13. Diarrhea?
14. Close contact with someone who has been diagnosed with COVID-19?



Self-Isolation Requirements

Children who do not pass the screener, or who develop a fever and/or symptoms during the program day, must self-isolate at home until they are fever- and symptom-free for a minimum of 72 hours.

If a child has been diagnosed with or has been exposed to COVID-19, they are required to self-isolate at home for a minimum of 10 days, per Illinois Department of Public Health guidelines. They may not return to the program until written documentation can be provided by a physician stating that the child is no longer communicable and may return to the program.

If a positive case is detected within our program, all children within that cohort, and any other children who may have had contact with the positive case, will be required to self-isolate at home for 10 days from the last day of exposure, and to seek advice from a medical professional.

Parent Communication (COVID-19)

As a childcare program providing care during a pandemic, we rely on the communication of our families to keep everyone safe. It is REQUIRED that parents notify the Camp Director(s) if someone has tested positive for COVID-19 in their home, or if their child has been in close contact with a positive case.

CLEANING/SANITIZATION/SAFETY

Hand-washing/Sanitizer

All children are required to wash their hands with soap and water or use hand sanitizer before entering the program. Proper and frequent hand-washing procedures are required throughout the day and are enforced by camp staff.

Face Masks

All children are required to wear a face mask when indoors, except when eating or drinking. Children are not required to wear a mask outdoors as long as social distancing is maintained. Please make sure your child has a well-fitting mask that can be washed daily to reduce the spread of germs. We also recommend that parents keep a "spare" mask in their backpacks in case one is broken or lost. Staff are required to wear face masks at all times.

Water Bottles

Due to IDPH guidelines, all water fountains in the YMCA have been turned off or otherwise made unavailable. Children participating in the YMCA Summer Camp must bring a labeled water bottle each day. Staff will refill campers' water bottles at water coolers stationed throughout the YMCA.

Social Distancing

Both children and staff are required to follow social distancing guidelines, both indoors and outdoors. Seating and tables are spaced out a minimum of 6 feet apart to maintain social distancing. When playing with others, social distancing is enforced by staff and any shared materials sanitized between each child's use.

Cleaning Procedures

Childcare Staff have been trained extensively on CDC and IDPH guidelines regarding cleaning and sanitization. All high-touch areas, such as doorknobs, toilet flush handles, sink handles, tables and chairs are cleaned and sanitized frequently throughout the day. Any materials shared by children or staff are sanitized between uses. In addition, Staff are required to clean and disinfect all areas, equipment and toys at the end of each day.



BEHAVIOR MANAGEMENT POLICY

Our policy is designed to promote self-control, self-respect, consideration of others, and to maintain socially acceptable behaviors. It is a learning process for children. The YMCA promotes a warm, 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, their belongings, and personal space
- 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 the 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 SUSPENSION OR DIS-ENROLLMENT.
8. RUNNERS (children who run away from camp, or purposely run out of the building) will be DIS-ENROLLED. If your child has this issue in group activities/programs, the YMCA camp is not the best fit for those who require one-on-one care.

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.

ADULT CODE OF CONDUCT

The YMCA asks that all adults abide by appropriate YMCA Rules of Conduct. The following behaviors are NOT allowed:

- Being disrespectful
- Physical abuse/verbal abuse of any kind towards others
- Being under the influence of alcohol/drugs
- Smoking on-site
- Confronting and correcting other children enrolled in the program
- Confronting other parents/guardians

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.

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 Parent Newsletters: Weekly newsletters will be available to parents at the sign-in table. The newsletter will include upcoming themes and activities, address common questions/concerns, or highlight any new procedures/policies.

RELEASE OF PERSONAL INFORMATION

The YMCA does not release, or share any personal information on any 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.

CAMERA/VIDEO POLICY

Video recorders, cameras, or other visual recording devices are not allowed on the premises without 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 individual. In addition, YMCA membership and program participation privileges will be revoked.



BILLING INFORMATION

Camp Payment Schedule

Camp Session/Dates	Due Date
Week 1: 6/01/2021	5/18/2021
Week 2: 6/07/2021	5/24/2021
Week 3: 6/14/2021	6/31/2021
Week 4: 6/21/2021	6/07/2021
Week 5: 6/28/2021	6/14/2021
Week 6: 7/05/2021	6/21/2021
Week 7: 7/12/2021	6/28/2021
Week 8: 7/19/2021	7/05/2021
Week 9: 7/26/2021	7/12/2021
Week 10: 8/02/2021	7/19/2021
Week 11: 8/09/2021	7/26/2021

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 the start of your camper's week. For payments not received by the due date, parents/guardians will be charged a \$20 late fee in addition to the outstanding balance.

WEEKLY DEPOSITS

A \$50.00 non-refundable weekly deposit is due at the time of registration to reserve your child's participation for each registered camp session.

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.

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).

PRESCHOOL-AGE IMMUNIZATION RECORDS

A completed and updated immunization record must accompany all preschool day camp registrations. This form is a state requirement for licensed preschool programs. A copy of this form will be kept in the YMCA Camp Director's Office.

EMERGENCY MEDICAL TREATMENT

YMCA Camp Staff are trained in both Red Cross 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

Camper's 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 be carried by their counselor at all times. 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(ren).

INCLUSION POLICY

The YMCA fully embraces the Americans 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 outlined in the ADA, YMCA Child Care programs will provide services to children with disabilities, or any special needs child, in the same manner as services are provided for other children at comparable age.

YMCA child care 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 to others
- Physical abuse/verbal abuse of any kind
- Being under the influence of alcohol/drugs
- Smoking at onsite
- Confronting and correcting other children enrolled in the program
- Confronting and correcting other parents

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 to ensure the safety of every child.

RECEIPT OF PARENT HANDBOOK

I have read and received the policies of the Campanelli YMCA 2021 Summer Camp Handbook. I understand and agree to follow these policies. Failure to follow these policies may result in termination of child care program services.

Parent/Guardian Signature

Date

Child's Name

Camp Section

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Phone: (847) 891-9622 | Fax: (847) 891-8901