



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# YMCA OF SPRINGFIELD 2019 SUMMER CAMP PARENT HANDBOOK

Welcome to Summer Camp! We are so glad you will part of our YMCA camp family this summer! Our day camp staff strive to provide a safe environment, rich in creativity, exploration and discovery. As you read through this handbook, please familiarize yourself with the policies and procedures governing camp programs. These practices are the structure of a safe, fun, learning-filled YMCA day camp for your child. If you have any questions or concerns, please don't hesitate to contact us. Thank you for choosing the YMCA for your child's summer camp experience!

**YMCA MISSION: To put Christian principals into practice through programs that build a healthy spirit, mind, and body for all.**

## Communication

One of the most important aspects of a successful camp experience is open communication between parents and staff. We hope you will take a moment each day to share in your child's accomplishments and to work with us through any concerns. Together we build **strong kids, strong families**, and a **strong community**.

## Character Development

Character development—learning the difference between right and wrong, and choosing to do the right thing even when no one is looking—is at the heart of all we do at the YMCA. In our experience, building good character starts with one word: **Encouragement**. Our staff are trained to find success in every child, no exceptions.

## SUMMER READERS PROGRAM

The YMCA of Springfield is again partnering with the Lincoln Library to offer all campers in full day programs an opportunity to participate in a reading program. Parents may give permission for eligible campers to receive a library card which will be mailed to home address provided. Time will also be spent each week during camp reading with counselors. For more information about summer reading and fun activities this summer at Lincoln Library, visit: [www.lincolnlibrary.info](http://www.lincolnlibrary.info)

## TRANSPORTATION

Children who are participating in field trips or drop off care must arrive prior to bus loading times identified on your daily schedule in the camp brochure. Buses will not be held for late arrivals and guardians will be required to make arrangements to transport their child to the appropriate location if they wish to participate in camp for that given day. For children registered for bus transport to Wa-Kon-Tah, this means an arrival prior to 7:45 a.m.

## About Us

The YMCA of Springfield is a non-profit association of members whose mission is to serve the families and individuals of Sangamon County and the surrounding areas by providing quality facilities, programs, and services consistent with Christian values to enhance the spiritual, physical, and mental well-being of participants.

## Core Values

It is our hope that everyone involved in summer camp will demonstrate the four core values of the Y's mission: **Caring**, **Honesty**, **Respect**, and **Responsibility**. Each camper will receive colored beads to recognize moments where they demonstrate one of these values.



# HEALTHY KIDS

The YMCA believes an active lifestyle is paramount to healthy child growth and development. Our goal is to keep campers active and involved in positive, fun activities. **Every camper will be expected to participate in daily camp activities unless a parent signs and sends an activity waiver.**

Nutrition also plays a vital role in healthy development. We recommend you pack an additional healthy snack such as pretzels, fruit or granola for your child to eat in the afternoon, and provide a refillable container for water. Soda and high sugar or caffeine drinks are not recommended. Please instruct your child to eat or save what you send and not to trade food with other campers. We do not want to see food wasted and have concerns about allergic reactions occurring from shared food.

Each day your child will need to wear comfortable clothing appropriate for the camp activities and for the weather where applicable. With the exception of gymnastics, footwear should be closed-toe and closed heel. No sandals, flip-flops, jellies, slides, etc.

Electronic equipment, such as iPods, tablets or gaming systems are not allowed at camp. Your child should not bring any personal toys to camp. If your child has a cell phone for safety reasons, it may be used only in emergency situations. Unauthorized use will result in the phone being held by staff and returned to parent at pick-up. Personal items sent to camp will be held by staff and returned to parent at pick-up.

The Y is not responsible for any personal items broken, lost, or stolen. All uncollected items will be donated to charity at the end of the week. Campers do not need money unless specified for a special event.

## OUTDOOR SKIN PROTECTION

Due to the varied level of protection needed and possible allergic reactions, we do not provide sunscreen or bug repellent for campers. Each camper needs to bring his or her own outdoor skin protection. Campers should arrive at camp with a thick base coat of sunscreen and bug repellent already applied, especially in hard-to-reach places. Our staff will ask campers to reapply at prescribed times throughout the day. If your child requires more frequent application, please inform our staff. A hat is recommended. A light jacket may be needed in inclement weather.

## CONFIDENTIALITY

It is policy of the YMCA program staff to work in a confidential manner regarding the admission, progress, health and discharge of any child participating in our programs. Authorization to release any such information must specifically be stated in writing by the parent/guardian and will be kept on file at the program site. Personal information regarding your child is only available to program staff. At program sites, children's files are kept in locked file chests within cabinets that are locked when staff are not in the immediate area. Files at the YMCA branches are kept in locked file cabinets in offices that are locked when staff are not immediately present.

## INJURIES

If your child is injured, the staff will take necessary steps to obtain medical care. These steps may include, but are not limited to:

- ◆ Attempts to contact a parent or guardian.
- ◆ Attempts to contact parent through any persons listed on the emergency information form.
- ◆ If we cannot contact you or the emergency contacts, we will do any or all of the following:
  - \*Administer emergency first aid.
  - \*Call an ambulance or fire rescue.
  - \*Have the child taken to an emergency hospital accompanied by a staff member. The fee of this service is the responsibility of the parent.

**If your child is exempt from medical care on the basis of religious beliefs, the parent or guardian must submit a written plan stating the care approved for your child.**

## ILLNESS

To ensure the well-being of all children, please be considerate. If your child is too sick to go outside and be active, your child is too sick to be at camp. Children should be free of symptoms (fever, green mucous, vomiting, diarrhea) for 24 hours prior to returning to camp.

## MANAGEMENT OF COMMUNICABLE DISEASES

We are required to inform parents, as well as the Department of Public Health, when children have been exposed to communicable diseases.

**Please inform the Camp Director if your child has a confirmed case of any communicable disease.** Any of the following symptoms should be handled as communicable disease:

Diarrhea, severe coughing, difficult or rapid breathing, yellow skin or eyes, conjunctivitis, fever of 100 degrees or higher, unidentified skin rashes, dark urine, gray/white stool, stiff neck, sore throat or difficulty swallowing, vomiting, lice, scabies, parasites.

Children will be re-admitted to the camp only **upon receipt of a physician's statement** indicating the child is no longer contagious. In the case of head lice, the child must be nit-free to return.

## MEDICATION

Medication that needs to be administered should:

- ◆ Be brought directly to the camp director.
- ◆ Must be in the original container. Additionally, written clearance must be given on the form called "Authorization to Administer Medication" which can be obtained from camp staff.
- ◆ Medication and records will be kept, locked, on program site with medication schedule.



# CAMP POLICIES

## YMCA COMMITMENT

1. A child will not be alone with a staff member. Children may be separated, but will remain in full view of others.
2. Children will not be contacted by YMCA staff except for issues relating directly to current YMCA activities (i.e., no letters, emails, texts, telephone calls, visits, non-YMCA excursions, etc.)
3. A child will not receive gifts from individual YMCA staff members.
4. Children will not be transported in a staff member's personal vehicle, but will be transported in YMCA-identified vehicles (or appropriately identified vendor-operated vehicles).
5. YMCA staff members should not babysit YMCA participants. If the baby-sitting relationship pre-existed the YMCA relationship, Angie Sowle, CEO, may make an exception but the specific acknowledgement and waiver must be signed by the parents and the babysitting staff member.
6. Staff members and authorized volunteers will have YMCA-issued identification which should be visible whenever they are working with children.
7. If the person authorized for pick-up is not recognized by the staff they will be asked to show an ID before child will be released into their care.
8. The YMCA of Springfield is recognized as a mandated reporter and the staff is required to report cases of suspected abuse to the authorities.

## Licensing Compliance

The Y Before and Afterschool Program is exempt from licensure according to the Child Care Act; Title 89, Part 377, Section 377.3, "Day Programs." However, the YMCA program is required to provide written, notarized notification to the Department of Child & Family Services regarding our operation. Our programs and facilities are not licensed or regulated by DCFS. Our programs are also required to comply with the standards of the Illinois Department of Public Health (77 Ill. Adm. Code 750) and the fire safety standards of the Illinois State Fire Marshall (41 Ill. Adm. Code 100). The YMCA engages and complies with the background check and clearance procedure through Illinois Department of Human Services CCAP currently available for license exempt CCAP providers.

## Fire Arms

Illinois prohibits the knowing possession or carrying of any firearm, stun gun, or taser on or about the person in any public or private elementary or secondary school, on the person or in a vehicle on the real property of any school, in any conveyance owned, leased or contracted by a school to transport students to or from school or a school-related activity, or on the person or in a vehicle on any public way within 1,000 feet of the real property comprising a school. The YMCA complies with this law and follows this as policy within its YMCA facilities and program spaces.

## PARENT COMMITMENT

1. Parents will work in partnership with the YMCA and communicate with the camp director any concerns in a timely manner so they may be addressed and resolved.
2. Parents who believe there is an incident of hazing, bullying, or similar behavior between children should report the incident to the camp director.
3. Parents understand that children must be signed in and out of the program each day.
4. Parents understand the importance of valid emergency contact numbers and the necessity of family members or guardians who will respond.
5. Parents will ensure campers arrive in time for bus transport. Parents using the Downtown YMCA drop off program will transport their camper to Wa-Kon-Tah if they are not signed in at the Downtown facility by 7:45am.
6. Parents agree to pay fees as outlined. Payments are due one week in advance of service and parents understand that their child will not be allowed to attend camp if balance is not current.
7. Parents agree to maintain their individual payment records for tax purposes. **YMCA Tax ID: 37-0661263**
8. Parents understand that payment plans MAY be arranged and they may qualify for financial assistance. Parents will communicate with the YMCA staff if there is a problem with timely payments or a change in financial situation.
9. Parents understand that if child does not attend camp, a written notice two weeks prior is necessary or weekly fee is due. Regardless of notice, deposits are non-refundable.
10. Parents understand that a \$25.00 NSF fee will be added to all returned checks. Two NSF checks is the limit the YMCA allows.
11. Parents understand the Summer Camp Discipline Policy and agree to comply with the policies and procedures of the YMCA camp programs.

## LATE PICK UP POLICY

The following procedures will be followed if a child is not picked up by 6 PM and a phone call has not been received from a parent:

5 minutes after closing:

Parents are called

10 minutes after closing:

Emergency contacts are called

15 minutes after closing:

Any other Authorized Persons are called

20 minutes after closing:

Department of Children and Family Services (DCFS) and local law enforcement is notified of an abandoned child.

## DISCIPLINE POLICY

Our discipline policy is youth-centered and designed to achieve a positive outcome to misbehaviors and conflicts. We acknowledge good behaviors and respond to misbehaviors and conflicts in a timely and appropriate manner. We have zero-tolerance for violence and bullying. We have the right to suspend or expel children if they or their families threaten safety or interfere with the sustainability of a quality program.

**The YMCA will not tolerate physical, verbal, or emotional abuse or bullying toward other campers or YMCA staff.**

**Physical** abuse includes, but is not limited to: fighting (any participation), hitting, kicking, biting, throwing of any objects, or any behavior that endangers themselves or others. This includes "play fighting".

**Verbal** abuse includes, but is not limited to: insults, improper, or vulgar language.

**Emotional** abuse includes, but is not limited to: deceit or manipulation of any kind.

### CONSEQUENCES FOR CAMPER VIOLATIONS:

On **first** instance, camper will receive a verbal warning from counselor.

On **second** instance, camper will be removed from program to spend "break time" period with Camp Director. Break time may include activities designed to provoke personal reflection such as writing down emotions, reading assignment, or reparation of damages such as clean-up. Duration and assigned activities are at discretion of Camp Director.

On **third** instance, camper will be suspended from one day of camp.

Multiple one day suspensions will result in expulsion.

**Excessive acts of aggression, disruption or violence will result in immediate suspension.**

The YMCA will examine circumstances and events surrounding any individual event when it defines an incident as excessive.

Possession of weapons (knives, firearms, etc.), illegal drugs or alcohol will result in expulsion.

REFUNDS WILL NOT BE GIVEN AS A RESULT OF DISCIPLINARY ACTION.

A GOLD BEAD IS AWARDED TO CAMPERS WHO  
SHOW RESPECT BY "TREATING  
OTHERS AS THEY  
WOULD LIKE TO BE TREATED".



**BEST  
SUMMER  
EVER™**

## PERSONNEL CONTACT INFORMATION:

**Prior to May 1, contact Wa-Kon-Tah, Kerasotes, Rochester, and Explorer camp directors with questions. After May 1, contact Camp Desk with all questions.**

### Wa-Kon-tah Camp Director:

**Sarah Brewer**

[sbrewer@springfieldymca.org](mailto:sbrewer@springfieldymca.org)

217-544-9846, ext. 112

### Kerasotes/Rochester Camp Director:

**Nicole Popejoy**

[npopejoy@springfieldymca.org](mailto:npopejoy@springfieldymca.org)

217-679-1625, ext. 135

### Explorer Camp Director :

**Rebecca Graves**

[rgraves@springfieldymca.org](mailto:rgraves@springfieldymca.org)

217-544-9846, ext. 120

### After May 1 Contact:

**Camp Desk**

[camp@springfieldymca.org](mailto:camp@springfieldymca.org)

217-544-9846

### Gymnastics Camp Director:

**Megan Edwards**

[medwards@springfieldymca.org](mailto:medwards@springfieldymca.org)

217-544-9846, ext. 130

### Sports Camp Director:

**Tim Huseman**

[thuseman@springfieldymca.org](mailto:thuseman@springfieldymca.org)

217-544-9846, ext. 122

### Fitness Camp Director:

**Cindy Jordan**

[cjordan@springfieldymca.org](mailto:cjordan@springfieldymca.org)

217-679-1625, ext. 183

### Billing Questions:

**Lesley Barker**

[lbarker@springfieldymca.org](mailto:lbarker@springfieldymca.org)

217-544-9846



## LOCATION CONTACT INFORMATION:

**Wa-Kon-Tah Lodge: 217-341-1281 \***

(6602 Iron Bridge Road, Chatham)

**Kerasotes Front Desk: 217-679-1625 (4550 W. Iles)**

**Rochester Camp: 217-553-9342 \***

(456 Education Ave, Rochester)

**Downtown Front Desk: 217-544-9846 (701 South 4th St.)**



\*Phone numbers will be active with start of camp.