

# Summer Parent Handbook Youth Leadership Program 2019

**Greater Peoria Family YMCA 7000 N.  
Fleming Ln Peoria, IL 61614 |  
peoriaymca.org 309.692.7631 ext. 223|**



We are what's known as an "Actively Engaged Program." Youth in our program need to understand that Participation in all activities is required unless not feeling well and excused. Excessive violation of this will lead to dismissal from program.

We believe a successful program begins with a wide variety of games and activities to create a fun and dynamic program. We believe games and activities provide a foundational base for creating an interactive and fun program for students.

Our focus is not skill acquisition, but rather putting campers into situations where conversation, communication, and community are promoted and where their self-confidence and personal identity can be strengthened through a positive summer experience.

We also believe that diverse programming contains activities that allow campers to be creative, problem-solve, design, collaborate, take risks and develop a greater sense of self-reliance and self-assurance.

We utilize many games and activities that one might find in a good quality PE program. These are games/activities where the greater objective, besides having fun, is how the group works together to accomplish or succeed. We do not shy away from competition, but we seek to keep a healthy balance between the spirit and desire to win, and the reason for, and method of, winning!

# **\*STOP\***

## **Please READ**

Drop Off– Children attendance (sign in/out, and late pick up)

Drop Off/Pick:

There will be a Canopy outside at the back of the parking lot. This will be the drop of point for the participants. Each participant/parent is to sign in at this point. This area will also be the pickup spot when the program is finished.

Please be diligent with keeping a current roster of authorized adults to pick up your child. In the event that a change needs to be made please call 309.678.9435 or 309.251.0388

Anyone picking up the child must:

- Be listed on the child's authorized release list
- Be prepared to show staff a picture I.D. if the staff does not know them.

### **NO CHILD WILL BE RELEASED TO ANYONE WHO IS NOT ON HIS/HER AUTHORIZED PICK UP LIST!**

Additional people may be added to authorize pick up list in writing only! You may fax the information to 309-692-0919.

- Additional people may be added to the authorized pick up list in-person during drop-off. In the event of an emergency, you may call (309) 680.5624 or (309) 692-7631, ext. 223 or 230 and we can add a name via phone (this is for emergencies ONLY)

There will be a check in/out table and a camp questions table. At check in and pick up you are responsible to sign your child in and out of camp. Parent/guardian must be 18 years of age to sign out. Please allow yourself enough time for sign in, due to the amount of participants we have in the program. Please have your Driver's License in hand the first few weeks of camp to verify pick up. Anyone that is not on the pick-up list will not be able to pick up any child. In the event that you are unable to pick up your child please call ahead to let us know to authorize a new pick up person.

### Late pick-up

Excessive tardiness can result in the loss of the child's slot. Our procedure for when a parent has not arrived after the close of care is to:

- 1) Attempt to contact the parent/Guardian (Teen REACH non-members: 10minutes) **if no contact-**
  - 2) Call authorized people on the emergency sheet (Teen REACH non-members: 20min) **if no contact-**
  - 3) Finally call the police. (Teen REACH non-members: 30min)
- The ONLY exception is INCLEMENT WEATHER!

**Money** - While the program is free and most field trip expenses are paid for, there may be occasions where students will want to purchase snacks from the snack bar or vending machine. **Field trips**- Will be scheduled in advanced and parents will be notified. Some field trips require parents/guardian to sign a release form. Some field trips require up to, but no more than a \$25 fee to participate

**Why Do You Need Grades?** - The grants that allow us to offer a free program has stipulations around academic achievement in math, reading, science, and English. In order to achieve our outcomes we must show results pertaining to the requirements.

### **Medication and Applications**

We are not your typical camp, we are a Leadership Academy! We treat each member with respect and help form them into leaders. Part of leadership is also being responsible. We will remind members to put on sunscreen or bug spray but, we will not apply it for them. YLP participants are responsible for their own medication. **YLP Mentors will be responsible to remind** the member of a time they need to take them, but we are not responsible for administrating or lost medication.

**Camp Dress Code**-No clothing that reveals underwear (bras or boxers) or midriffs. No clothing with inappropriate logos such as drug, alcohol, or tobacco related references. No clothing that is too revealing, including bathing suits. All girl's bathing suits should be a one-piece. Do not bring open-toed shoes to wear outdoors- which can cause tripping hazard. Flip-flops or other open toed san-dals may **ONLY** be used in the showers.

**Things to Bring**- we urge students to dress comfortably and in the kinds of clothes they would wear for play at home. We recommend that you do not buy new clothes. Instead send along old, comfortable clothing that can get dirty and/or stained and that you won't care if it is lost or damaged.

**Things Not To Bring**-The following items are not allowed and will be confiscated. The items confiscated will be held in our office until your student checks out:

- Cell Phones: phones will be collected at beginning of camp and will be given back for use with staff supervision @ 1:00pm (exceptions apply)
- \*Knives
- IPods/MP3's
- \*Guns/Ammunition
- \* Fireworks
- Computers and Tablets
- \*Drugs
- Skateboards

- Electronic Games
- \* Alcohol
- \* Inappropriate Clothing
- \*Tobacco

\*The Greater Peoria Family YMCA is not responsible for valuables and electronics brought to camp \*\*Students found to be in possession of weapons (including but not limited to knives and/or guns), drugs, alcohol, or tobacco related products will be asked to leave; parents will be notified to pick up their student immediately.

**Snack** - snacks are provided every day in the morning and afternoon

**Field Trip:** Every Monday and Tuesday we will be taking a field trip (some exceptions apply) some require up to but no more than a \$20 fee to participate

Discipline and Discharge-All children are entitled to a safe and harmonious environment. The safety rules and structures of the program are in place to provide a safe and consistent program. At the Greater Peoria Family YMCA, we believe that guidance is something that should be positive and approached in a fair and caring manner, consistent with the developmental needs of individual children. Clear behavior limits are set and modeled and reasonable guidelines are explained. We encourage children to develop self-control and to handle conflicts in a peaceful, effective and acceptable way while still protecting the safety of both other children and staff.

### **Youth Leadership Program**

#### **25 THINGS THAT CAN GET YOU SUSPENDED OR EXPELLED FROM PROGRAM (The Student Behavior Code: Condensed Version)**

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**1) Tobacco products, including electronic cigarettes.**

**2) Alcohol.**

**3) Drugs, using or possessing, including:**

"Controlled substances", marijuana, "medical marijuana".

Anabolic steroids.

Performance-enhancing substances

Somebody else's prescription medicine OR prescription medicine prescribed for you by your doctor for a condition, but being used for something other than that condition.

Stuff that is inhaled in order to "get high".

Fake drugs or things that look like drugs.

Drug paraphernalia.

- 4) Non-prescription medicines, if you give or sell them to others.**
- 5) Weapons, both real and “look alike” (fake) weapons.**
- 6) Cell phones or other wireless electronic device used without permission unless a real (not fake) emergency.**
- 7) Using a laser pointer without permission.**
- 8) Disobedience to your Teachers, the Principal, other School Staff Members, or District Staff Members.**
- 9) Cheating or helping others to cheat.**
- 10) Bullying, hazing, aggressive behavior like fighting, making loud or disruptive noises, coercion, threats, intimidation, harassment, extortion, or encouraging or helping others to do these things**
- 11) Sexual activity like touching or exposure of private body parts, “mooning”, and sexual assault.**
- 12) Using violence against another student while on a date.**
- 13) Damaging property—school property or the property of others.**
- 14) Stealing property, trying to steal property, or possessing stolen property**
- 15) Trespassing: being in a place inside the school building or outside on school property where you aren’t supposed to be.**
- 16) Pranks: calling “911”, the police or fire department, making a bomb threat, or pulling a fire alarm when unneeded.**
- 17) Cutting school or cutting classes.**
- 18) Being involved in a school fraternity, sorority or secret society.**
- 19) Being involved in a gang, wearing or displaying gang symbols, using gang speech, or recruiting members for a gang.**
- 20) Violating any criminal law.**
- 21) Using the Internet to make threats to your school, a fellow student, or a school employee.**

**22) Any activity in or out of school that is threatening to others, or to property, or which interferes with the educational process in school.**

**23) Failing to wear your uniform.**

**24) Gross disrespect for others, including verbal abuse, threats, and racial or religious slurs.**

**25) Lying to a School Staff Member**

Thank you!

For further questions please call: John Mabon, Director of Teen REACH/Achievers | 309.680.5624 | [john.mabon@peoriaymca.org](mailto:john.mabon@peoriaymca.org) | Paul Larson, Senior Program Director; 309.251.0388 | [paul.larson@peoriaymca.org](mailto:paul.larson@peoriaymca.org)

## PARENT&STUDENT AGREEMENT / CODE OF CONDUCT (After reading sign and return)

Positive behavior is reinforced in order to discourage inappropriate behavior as well as use of the program values of Caring, Honesty, Respect, and Responsibility. Redirection away from problems and towards constructive activity as well as immediate and directly related consequences for a child's un-acceptable behavior are used as the situation warrants. ZERO TOLERANCE FOR: BULLYING= EXPELLED FIGHTING= EXPELLED; CURSING: SUSPENSION \*Each situation will be extremely investigated before decisions are made to discredited false claims OR misleading information\* If students are continuously disrupting and being disrespectful to themselves and other students and counselors: 3 Strikes

- [1<sup>st</sup>] 3 Verbal warnings (logged with date and time)
- [2<sup>nd</sup>] 2 additional verbal warnings "moving student to another area and re-writing the YMCA pledge" (logged with date and time)
- [3<sup>rd</sup>] 2 additional verbal: relocation to another designated workroom with supervision. (logged with date and time for parent review)
- If the participant then continues to exhibit behaviors that do not align with the mission and goals of the YMCA and Teen REACH program parent contact will be made.
- This will result in additional consequences.
- First parental contact: 1 day suspension from program activities.
- Second parental contact: 3 day suspension from program activities.
- Third parental contact: 5 day suspension from program activities.
- Fourth parental contact: will result in removal from program.

Please understand that some actions warrant immediate suspension. Note that if your child is suspended, fees will be due for the child's spot. The YMCA reserves the right to warn, suspend, or dismiss children from the program if: they require an inordinate amount of attention from the staff thereby causing inadequate levels of supervision for the remainder of the participants or members.

- The child's behavior poses a danger or threat to themselves, other children, or YMCA staff.
- Their behavior is determined to be inappropriate within the scope and spirit of the YMCA values
- Their parents yell at or use inappropriate language with employees in front of children.
- For any reason within the discretion of YMCA Management.

The Peoria Family YMCA is a youth-serving, community-based membership organization dedicated to providing To put Christian principles into practice through programs that build healthy spirit, mind and body for all. Participation in the organization's programs is subject to the observance of the organization's rules and procedures. The activities outlined in the following list are strictly prohibited. Any program member, staff, or volunteer leader who violates this code is subject to discipline, up to and including removal from the program.

- Physical, visual, verbal harassment & abusive language, discourtesy, rudeness toward a staff leader, volunteer, or another program member.

- Possession or use of alcoholic beverages or illegal drugs on Greater Peoria Family YMCA property or reporting to the program while under the influence of drugs or alcohol.
- Bringing onto YMCA property as well as school age sites; dangerous or unauthorized materials such as explosives, firearms, weapons, or other similar items.
- Actual or threatened violence toward any individual or group.
- Conduct endangering the life, safety, health, or well-being of others.
- Failure to follow any agency policy or procedure.
- Failing to cooperate with an adult supervisor, leader, or mentor.
- Parents/Guardians are late picking up child after program ends.

Failure to adhere to the sign in/sign out policies.

Contact and emergency contact information is incorrect and/or not updated.

Bullying or taking unfair advantage of any program member.

Failing to cooperate with an adult supervisor, leader, or mentor.

Not demonstrating the YMCA values of honesty, caring, respect, and responsibility.

I have read and I understand the YMCA Code of Conduct. I agree to abide by the rules described above and understand that I may be removed as a participant if I violate any of these rules.

#### 5 Finger Contract

##### **Pinky – It stands for Safety (both physical and emotional)**

- Physical Safety – we don't hit, punch, bite, kick, etc. Emotional Safety – No put downs, blazin', yo' mama jokes, or derogatory comments, etc.

##### **Ring Finger – It stands for Commitment**

- We are going to ask you to commit yourself to participating with the group in some way. The least we will ask you is to stay with the group( safety and responsible reasons), give your best effort whenever you can and help group members whenever possible. It's okay if you don't like everything. The truth is that you probably won't. However, a part of being committed is hanging in there even when you're not having fun.

##### **Middle Finger – Always Goes Up With a Buddy – It stands for Respect**

- During this summer program, we are asking them to respect their leaders, the property, one another, and especially themselves. If you were to put your middle finger up at someone, would that be an ex-ample of respect? No way! That's why this always has another finger put up right alongside it. We can-not control how people are treated outside of the group/program, but while we are here, we will not put each other down or jack up the property. We will be respectful to our leaders, build each other up, and participate. And if those simple request are followed we guarantee you will have a blast!

##### **Pointer Finger – It stands for Personal Responsibility**

- While we are together we are going to take responsibility for our actions. We will not call each other out for the stuff we've done wrong. It takes you as an individual to make the group become a team.

**Thumb – It stands for Encouragement**

- We will encourage one another. When we do this, the other four fingers happen automatically. The goal is to have fun. Sometimes the fun projects will be okay and sometimes it will be just plain yucky! Just go with and make the best out of every activity and we will meet that goal of having fun.

**Affirmation Cards-** Please note that we want to encourage you and your child to grow over the summer. We are providing each student with an envelope where peers, staff, and parents can deposit affirming words to praise and encourage your child. At the end of the week students will be able to empty their envelope and bring the notes home. Please make use of providing this invaluable opportunity to your relationship.

The Greater Peoria Family YMCA welcomes and encourages the participation of children and adults, including those with disabilities, in all of its facilities, classes, programs and activities. We are committed to the following the Americans with Disabilities Act (ADA), to include but not limited to:

- Maintaining accessible facilities, classes, programs and activities;
- Promoting inclusion through reasonable accommodations; and
- Striving to make the recreational experience a positive and successful one for all.

If an individual with a disability requires assistance in order to successfully participate in one of our classes, programs or activities, or to use our facilities, a reasonable accommodation should be requested by the parent or guardian at the time of enrolling in the program or class. Participants visiting the YMCA's facilities or taking part in the YMCA's programs or activities must be able to participate in an independent fashion. Staff are not able to provide services of a personal nature, such as assistance in eating or toileting. Participants are welcome to bring a caregiver or aide if they need assistance with these activities. Personal caregivers/aides will not be charged program fees for programs or activities they are assisting in, but they are still responsible for paying costs, such as ticket or admission fees. Should a participant need support above and beyond a reasonable accommodation such as one-on-one support, medical assistance that requires medical training this will be provided at the participant or parent's expense. If at any time the behavior of a participant jeopardizes the ability of the YMCA to provide a reasonably safe environment, any individual may be removed from programming.

X

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PARENT/GUARDIAN SIGNATURE

X

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STUDENT SIGNATURE

SIGN AND BRING TO FIRST DAY OF SUMMER PROGRAM

