



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

# 2026 YMCA Day Camp Handbook



## Locations:

### **Camp Big Hollow**

Greater Peoria Family YMCA  
 7000 N. Fleming Ln. Peoria, IL

### **Camp Limestone**

Alpha Park  
 Jim Thome Dr. Bartonville, IL

### **Camp Trailblazer**

Elmwood Elementary  
 301 W. Butternut Elmwood, IL

## **Greater Peoria Family YMCA**

**CARING | HONESTY | RESPECT | RESPONSIBILITY**

**YMCA MISSION**

To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

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# *Director's Note*



Thank you for choosing YMCA Day Camp for your child's summer camp experience! You've given your child a wonderful gift — the opportunity to explore the natural world, learn new skills, build meaningful friendships, and rediscover themselves outside the pressures of everyday life. We're looking forward to a safe, fun-filled summer that builds confidence and creates lasting memories. All YMCA programs are thoughtfully designed to promote positive values and support youth development.

Our Traditional Day Camp offers campers a well-rounded outdoor experience. Campers enjoy swim time, exciting field trips, creative arts and crafts, hands-on science activities, and special visits from community partners. This program is especially recommended for first-time campers and children who love to learn, explore, and have fun in a supportive environment.

**The YMCA focuses on four primary character values:**

**Caring:** Show kindness and help others

**Respect:** Treat others, yourself, and the environment with dignity and consideration.

**Honesty:** Tell the truth and act with integrity.

**Responsibility:** Do what ought to be done and be accountable for your actions.

***Amber Scarbeary***

School Age Director

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## HOURS OF OPERATION

- Monday – Friday 7:00 am – 5:30 pm
  - Drop Off: 7:00 am-9:00 am
  - Program Hours: 9:00 am – 3:30 pm
- Pick Up: 3:30 pm-5:30 pm \***Late pick-up occurs after 5:30 pm. See Late Pick Up Policy**
- Camp will be closed on Juneteenth and 3<sup>rd</sup> of July in observance of Independence Day.
- Children **MUST** be signed in every day no later than 9:00 am
- Children arriving late will **not** be accepted into camp without prior notice to leadership or a doctor's note.
- In the event the child's group is offsite from the YMCA they cannot be dropped off location they cannot be dropped off/picked up from secondary location.

## ELIGIBILITY

- Campers must be at least the age of 5 by their first day of camp.

## STAFF RATIOS

- Our ratio for children to staff is 15 children for every 1 staff member for children aged five and up with a maximum group size of 50.

## YMCA CAMP STAFF

- The YMCA is dedicated to recruiting and developing an outstanding group of directors and counselors committed to providing each camper with the best possible day camp experience. We believe that the success of our program lies in the quality of our staff. Staff are selected based on their experience, ability to lead camp-related activities, and commitment to role modeling positive values. We strive to retain seasonal staff from summer to summer. Your child may already know many staff members from camp last year. Seasoned staff bring knowledge and experience to the YMCA summer camp program.
- Each staff member receives training and is certified in:
  - First Aid and CPR
  - DCFS-Mandated Reporter
  - Child Development Health & Safety Basics
  - Background checked and fingerprinted

## WHAT TO BRING TO CAMP

Campers should bring a backpack/bag to and from camp each day. **Bringing these items daily ensures your child will be able to participate in all camp activities.**

- In the backpack there should be:
  - Lunch
  - Water bottle
  - Towel & bathing suit \*Campers are required to wear proper swim attire and will not be permitted to participate in water activities without appropriate swimwear.
  - Sunscreen/bug spray \*Counselors are only permitted to assist with reapplication of spray sunscreen
  - Extra change of clothes
  - Fair-skinned campers are encouraged to wear a hat on sunny days.
  - Campers are strongly encouraged to wear CLOSE-TOED SHOES.
  - **All personal items should be clearly marked/labeled with the camper's name.**

## WHAT TO KEEP AT HOME

- Campers may not bring MP3 players, cell phones, tablets, iPods, video games, trading cards, matches or knives, or any other toys from home.
- If a camper has a non-medical technology device including but not limited to; cell phones, tablets, video games, ipods, or MP3 players, we ask that it remain in their bookbag to the duration of the camp day.
- Any camper bringing any weapons will be immediately removed from the program.

## CAMPER PHONE USE

- Personal cell phones usage is not permitted.
- If a camper has a personal cell phone it must remain in their bookbag for the entirety of camp
- Cell phones found outside of a campers bookbag will be confiscated and returned to the parent or authorized pick up person at the end of the day.
- Cell phone confiscations will be documented. Repeated confiscations will result in further discipline.

## LOST AND FOUND

- **The YMCA is not responsible for broken, lost, or stolen items.**
- Please label all of your child's personal belongings clearly
- Socks and undergarments are immediately discarded; everything else will be placed in the lost and found located near the check in/out table.
- If an item is unclaimed, it will be donated after a minimum of two weeks.

## PARENT/GUARDIAN COMMUNICATION

- Email is the primary form of communication from the YMCA to parents/guardians. We ask that parents/guardians to frequently check and thoroughly read emails from School Age Leadership Staff in a timely manner.
- Each week, a newsletter will be emailed to all registered participants, parent/guardian, that will provide an overview of field trips, special activities, swim times, and helpful reminders. Please note in the event of inclement weather, schedules are subject to be modified.

## REGISTRATION INFORMATION & PAYMENTS

- Camp fees will be automatically drafted on Mondays, one week before the week you are registered for. The cost of camp is only offered at weekly rates, which does not change based on your child's attendance. Please see the payment schedule outlined below:

Week	Start Day	Payment Due Date
1	06/01/2026	05/25/2026
2	06/08/2026	06/01/2026
3	06/15/2026	06/08/2026
4	06/22/2026	06/15/2026
5	06/29/2026	06/22/2026
6	07/06/2026	06/29/2026
7	07/13/2026	07/06/2026
8	07/20/2026	07/13/2026
9	07/27/2026	07/20/2026
10	08/03/2026	07/27/2026

- If you apply for Child Care Connection, account holders will be responsible for partial payments until approved. In the event of Child Care Connections denial, the account holder will be responsible for all program fees.

- Financial Assistance is available to all YMCA families who qualify. You must apply through Child Care Connection before you apply for financial assistance; if Child Care Connection denies you, you may apply for financial assistance.
- **Non-refundable registration fees apply to all.**
- **Any unpaid programs, membership, or financial aid must be paid before attending camp.**
- **If you are with Child Care Connection, you must attend camp at least 4 times per week. If there is a reason you cannot, please reach out to YMCA leadership. Failure to do either of these could result in losing a spot.**

### CANCELATIONS/CHANGES

- With weekly billing, refunds will **only** be given if an illness or injury prevents your child from attending for the whole week. It is the YMCA's right to ask for a doctor's note for the illness/injury. If possible, our camp director should be notified before the billing cycle.
- If you choose to cancel or change services, we need a change of status notice **FIVE BUSINESS DAYS before the first day of the week your child is registered.**
- You will be responsible for payments if we do not receive a status change notification five business days before cancellation.
- Refund processing can take 7-10 business days. Please see the outlined cancellation schedule below.

Week	Start Day	Cancellation Notice Due By:
1	06/01/2026	05/20/2026
2	06/08/2026	05/27/2026
3	06/15/2026	06/03/2026
4	06/22/2026	06/10/2026
5	06/29/2026	06/17/2026
6	07/06/2026	06/24/2026
7	07/13/2026	07/01/2026
8	07/20/2026	07/08/2026
9	07/27/2026	07/15/2026
10	08/03/2026	07/22/2026

- **Children suspended from camp will not be refunded for the week; parents will be responsible for payment that week.**
- If you choose to cancel a registered week of camp, your spot will be forfeited and offered to a child on the waiting list.

- If you wish to re-enroll after canceling, you will need to rejoin the waiting list, and placement will be subject to availability. The YMCA cannot guarantee that a spot will reopen once it has been forfeited.

### **CAMP CHECK-IN & PICK-UP**

- There will be a check-in/out table during pick up and drop off times
- Please stop by the front desk if you visit outside of pick up and drop off times
- Parents/Guardians are required to sign children in and out of camp.
- Adults must be 18 years of age to sign campers in or out.
- Driver's License/Valid Photo ID are required to be shown at pick-up.

During pick-up times, adults are required to remain in the dedicated waiting area until children are officially released. Adults who wish to wait outside of the waiting area must complete a volunteer application, including a background check, prior to doing so.

### **LATE DROP OFF/ EARLY PICK UP**

- The camp office must be notified of any late drop-offs or early pick-ups to adjust schedules.
- Children arriving late or getting picked up early may not be accepted into camp for the day. We ask that if a child is going to be dropped off late or picked up early that it is communicated in advance with Camp Leadership.
- If children have a visit from a case worker, the Case Worker must provide a work badge and driver's license.
- **Late pick-up occurs after 5:30 pm, late fees will be applied the subsequent morning to the account holder's account**

### **Release of Children – Please orientate yourself with these policies.**

**NO CHILD WILL BE RELEASED TO ANYONE WHO IS NOT ON THEIR AUTHORIZED PICK-UP LIST.**

**ALL AUTHORIZED PICKUPS MUST PRESENT A VALID PHOTO ID BEFORE THE CHILD IS RELEASED.**

#### **Anyone picking up a child must:**

- Be listed on the child's authorized release list and show staff a picture ID.

- Additional persons may be added to the authorized pick-up by submitting a request in writing to the School Age Director or Coordinator. Please try to give at least 24 business hours' notice for additional persons added.
  - Written notice must include Child(rens) name and name of persons added. The name must match the photo ID presented at pickup.
  - In an emergency, you may call (309) 692-7631 but the YMCA will also require requests to be documented in writing.

**Our procedure for when a parent has not arrived after the close of care is to:**

- 1) Attempt to contact the parent.
- 2) Call all authorized person(s) on the emergency contact list and/or authorized pick-up list.
- 3) Call the police and report the child as abandoned 15 minutes after the program's close.

**LATE FEES**

- **Primary account holders will be invoiced per child, per minute for late pick-ups.** In addition to late fee, repeated or excessive late pickups are subject to suspension or dismissal from programming at any point of time.
  1. First late pick up will result in a late fee of \$1 per minute per child
  2. Second late pick up will result in a late fee of \$5 per minute per child
  3. Third late pick-up: \$5 per minute, per child, and a Parent Agreement Contract will be required in order to continue participation in the program.
  4. Dismissal from program

**PLEASE NOTE: If YMCA Leadership requests that your child is picked up before the end of standard program time, then an authorized adult on the pick-up list must PROMPTLY come to pick up the child. If pick-up is refused, the issue will then go to DCFS and/or the Peoria Police Department as child abandonment. For this reason, we must have accurate and current contact information for parents and emergency contacts during your child's camp experience.**

**CUSTODY/PARENTING PLANS**

- Legal documents (copies: court order, divorce decree, parenting plan, etc.) must be on file and current at the program regarding divorce/custody arrangements.

- In the event of a parent’s divorce or separation, we must release the child to a parent unless a court order states otherwise.
- Divorced parents should submit a copy of the court order, divorce decree, or other legal documentation to prevent an unauthorized pick up by the non-custodial parent. Documentation must be kept in the child’s file.
- Any deviation of the child custody agreement will require a written formal agreement with a notarized signed approval by both parties acknowledging “In Direct Contradiction to the Stated Court Order” before allowing pick up.
- In the absence of a court order on file with the childcare program, both parents will be afforded equal access to their child as stipulated by law. The YMCA cannot, without a court order, limit one parent's access at the request of the other parent, regardless of the reason.
- If a situation presents itself where one parent does not want the other parent to have access to their child, the YMCA suggests that the parent keep the child with them until a court order is issued.
- A legal restraining order must be on file with the childcare program if an individual cannot pick up the child.

#### **FIRST AID & ILLNESS**

- All staff are certified in CPR and First Aid.
- In an emergency, injury, or illness camp staff will notify parents/guardians.
- Refunds will only be given if an illness or injury prevents your child from attending for the whole week. It is the YMCA’s right to ask for a doctor’s note explaining the illness/injury.
- If possible, our billing department should be notified before the billing cycle.
- Parents will be contacted immediately if their camper shows signs of illness. It is better to be overcautious than to risk exposing the rest of the campers and staff.

#### **Campers will be sent home for the following reasons:**

- Fever is over 100.1 degrees. \*Campers may return when they have been fever-free for 24 hours without medication
- Vomiting
- Diarrhea

#### **Campers will be requested to be picked up early or asked to stay home for the following reasons:**

- Earache (if they have not been on medication for at least 24 hours)

- Strep throat (if they have not been on medication for at least 24 hours)
- Stomachache
- Anything contagious (i.e., chicken pox, impetigo, rashes or rashes of unknown origin)
- Head lice, including visible nits. \*Staff will check head upon return.
- Pink Eye (conjunctivitis) (if they have not been on medication for at least 24 hours)
- Significant runny nose (discolored mucous)

### **Distribution of Medication**

- For the safety and well-being of all students, staff will **only** administer emergency medications, such as EpiPens, inhalers, and other life-saving prescriptions. Please remember that our staff are not medical professionals. **We are not required by law to administer medication.**
- Parents/guardians must provide written authorization from a healthcare provider, along with detailed instructions for administration. All emergency medications must be in their original packaging with the students' name and dosage information clearly labeled. If needed, your pharmacy can provide you with extra packaging for your child's emergency prescription.
- Non-emergency medications, including over-the-counter pain relievers, allergy medications, and daily prescriptions, will not be administered by staff.
- Parents/guardians are responsible for planning if their child requires such medications. Parents are welcome to visit campus to administer non-emergency medication to their child if necessary.
- If you have any questions or special circumstances regarding your child's medical needs, please contact YMCA leadership staff.

### **TRANSPORTATION & FIELD TRIPS**

- The YMCA transports children by bus for field trips only.
- If you need to pick your child up earlier or during the field trip, please contact Camp Leadership so we can ensure your child does not attend the field trip.
- If children are on a field trip, they cannot be picked up or dropped off from their destination.
- Students may be ineligible to attend a field trip if YMCA staff do not feel they can represent the organization well in public.

## DISCIPLINE AND DISCHARGE

- All children are entitled to a safe and harmonious environment. The safety rules and structures of the summer camp program are in place to provide a safe and consistent program.
- At the Greater Peoria Family YMCA, we believe that guidance should be positive and approached in a fair and caring manner, consistent with the developmental needs of individual children. Clear behavior expectations are set and modeled, and reasonable guidelines are explained. We encourage and guide children to develop self-control and to handle conflicts in a peaceful, effective, and acceptable way while still protecting the safety of the other children and staff.
  - Positive behavior is reinforced to discourage inappropriate behavior and use the character development program values of Caring, Honesty, Respect, and Responsibility. Redirection away from problems and towards constructive activity and immediate and directly related consequences for a child's unacceptable behavior are used as the situation warrants.

## YMCA STAFF DISCIPLINE GUIDELINES

- No YMCA employee may strike a child for any reason.
- Children will not be threatened with physical punishment.
- Children will not be allowed to show disrespect to YMCA employees by actions or words.
- Discipline will be handled maturely and fairly. Demeaning words will not be used.
- Children will be told WHY they are being disciplined. The staff attitude will be, "I like you, but I don't like what you did."
- Abusive language, equipment mishandling, or property defacing will not be tolerated.
- Food/water will never be denied as a punishment.
- Children who soil their clothing will not be shamed or punished.

**The YMCA reserves the right to issue warnings, suspend, or dismiss any child from the program if their behavior or actions violate program rules and expectations. If your child is suspended, fees will still be due, and refunds will NOT be issued.**

### Three Strike Policy

1. Written warning
2. One day suspension
3. Three Day suspension

#### 4. Dismissal from the program

##### **Behaviors or actions that warrant disciplinary action include but are not limited to:**

- Camper requires an inordinate amount of attention from the staff, thereby causing inadequate supervision for the remainder of the participants or members.
- The child's behavior poses a danger or threat to themselves or others.
- Camper behavior is determined to be inappropriate within the scope and spirit of the YMCA values.
- Disruption of program activities negatively impacting the program experience for others.
- There is no positive behavior change after working with the child's parent or guardian.
- Parent/guardian violates the Code of Conduct
- For any reason within the discretion of YMCA Management.

**Staff are not licensed therapists, psychologists, or teachers and cannot provide one-on-one treatment or medical care. While we're here to listen and support campers to ensure their safety and enjoyment, we are not responsible for addressing behavioral or medical issues. Campers must follow the Greater Peoria Family YMCA's rules, those who cannot be suspended or removed from the program.**

#### **CODE OF CONDUCT**

At the Peoria Family YMCA, we are committed to providing a safe, respectful, and positive environment for all participants, families, and staff.

- Parents/guardians must understand that if YMCA leadership calls and informs you that your child needs to be picked up, an authorized individual must arrive promptly to pick up the child.

**Any participant, staff member, volunteer, or parent/guardian who violates this Code of Conduct is subject to disciplinary action, up to and including removal from the program. The following activities are strictly prohibited:**

- Use of abusive or inappropriate language toward a staff member, volunteer, or program participant.
- Possession or use of alcoholic beverages, vaping devices, tobacco products, or illegal/recreational drugs on YMCA property, or being on YMCA property while under the influence of drugs or alcohol, is strictly prohibited. The Peoria Family YMCA is a drug-free and smoke-free campus.

- Bringing dangerous or unauthorized materials such as explosives, firearms, weapons, or similar items onto YMCA property.
- Discourtesy or rudeness toward fellow participants, staff, or volunteers.
- Verbal, physical, or visual harassment of any participant, staff member, or volunteer.
- Actual or threatened violence toward any individual or group.
- Conduct that endangers the life, safety, health, or well-being of others.
- Failure to follow YMCA policies and procedures.
- Bullying or taking unfair advantage of any participant.
- Failure to cooperate with an adult supervisor, leader, or mentor.
- Failure to demonstrate the YMCA core values of honesty, caring, respect, and responsibility.
- For any reason within the discretion of YMCA Management.

#### **POTTY TRAINING POLICY**

- Students in the YMCA Summer Camp program are required to be fully potty trained.
- YMCA staff cannot assist in changing or cleaning a child.
  - If a child needs assistance cleaning up and changing, a parent or guardian will be required to come and help. YMCA staff can give a child clothes to change into but will wait outside the bathroom so the child can clean up and change themselves.
  - We will be operating our potty-training policy on a three-strike basis.
    1. First accident - parents/guardians will be notified if there is an accident, and the accident will be documented.
    2. Second accident - parents/guardians will be notified if there is an accident, and the accident will be documented.
  - Third accident - it will be our discretion to determine whether the child is fully potty trained or not. Child may be dismissed from the program.

#### **VOLUNTEER POLICY**

- The YMCA welcomes volunteers to participate in our camp programs and support our staff. To ensure a safe and organized environment, all volunteers must complete a volunteer application prior to participating.

- If you or other approved volunteers would like to visit or assist at camp, please provide notice to the Camp Director at (309) 692-7631.

## **RESPONDING TO ALLEGATIONS OF ABUSE & CHILD ABUSE POLICIES**

- The YMCA provides youth and teens with the highest quality services. We are committed to creating a safe, nurturing, empowering environment for youth while promoting growth and success.
- **All** reports of suspicious or inappropriate behavior with youth or teens or allegations of abuse will be taken seriously and investigated.
- No form of abuse will be tolerated.
- Any staff, volunteer, member, guest, teen, or youth who is accused of abuse of a youth or teen will be immediately removed from the facility and prohibited from all YMCA property and activities for the duration of the investigation.
- If the investigation establishes that abuse is believed to have occurred, the staff member's employment or the volunteer's ability to volunteer will be immediately terminated.
- All individuals found to have abused youth will be permanently prohibited from all YMCA property and activities.
- The YMCA will both report to and fully cooperate with law enforcement and the Illinois Department of Children & Family Services regarding allegations of abuse that are made and require investigation. How the YMCA responds to suspicious or inappropriate interactions, policy violations, and incidents or allegations of abuse can dramatically affect the harm to the individuals involved and the damage to the organization. Once a staff member, volunteer, youth, teen, or parent has expressed concern or made an allegation about the treatment of a youth or teen, swift and determined action must be taken to reduce any subsequent risk to the youth, teen, the accused staff member, or volunteer, and to the organization.
- Because the YMCA is dedicated to maintaining zero tolerance for abuse, it is imperative that every staff member and volunteer actively participates in the protection of youth and teens.
- In the event that staff or volunteers observe any suspicious or inappropriate behaviors and/or policy violations they are responsible for immediately reporting their observations.

As professionals in contact with young children and their families, we at the Greater Peoria Family YMCA are required by law to help DCFS become aware of children who may be abused or neglected. According to the

law, public or private school teachers, educational administrators, guidance or family counselors, and daycare/childcare workers are mandated reporters. Thus, it is the policy of the Greater Peoria Family YMCA to report any suspected cases of child abuse and/or neglect to DCFS immediately by telephone or by online submission.

**Contact Information:**

Amber Scarbeary  
School Age Director  
(309) 692-7631  
amber.scarbeary@peoriaymca.org

Cate Norberg  
School Age Coordinator  
(309) 692-7631  
cate.norberg@peoriaymca.org

Mike Tedford  
Billing Coordinator  
(309) 692-7631  
mike.tedford@peoriaymca.org

**DISCLAIMER: This program is not regulated by state licensing requirements. The YMCA and its camps are not licensed or controlled by DCFS.**

**[The YMCA is exempt from licensure under the Child Care Act 2.09.](#)**