



For Youth Development  
For Healthy Living  
For Social Responsibility

# ***FOREVER CHASING SUMMER!***

**Teen Reach Summer Camp  
Parent Handbook**

Locations:

**Camp Teen Reach**  
7000 N. Fleming Ln. Peoria, IL 61614

[www.peoriaymca.org](http://www.peoriaymca.org)



**Greater Peoria Family YMCA**  
**CARING | HONESTY | RESPECT | RESPONSIBILITY**

Welcome to Teen Reach Summer Camp!

Thank you so much for choosing Teen Reach at the YMCA Peoria! We are beyond excited that your family is registered for this program. Whether this is your first time at camp, or returning over a school break, we want you to know we're here and ready to help make sure your summer days, count.

Our Mission at the YMCA – Putting Christian principles into practice through programs that build a healthy spirit, mind, and body for all. Put that together with our core values of caring, honesty, respect, and responsibility to influence students to shine through everything we do here at the YMCA. We look forward to providing you with an experience that helps your family thrive by giving your kids a safe, fun, supportive, and engaging place to spend their time.

This Parent Handbook has been specifically designed to be a resource for you to refer to throughout your time with the program. We've included all the important information that you'll need to know, so please take the time to read it through before your child begins. We are so excited to see what your student will do during their time in the Teen Reach program, and we are thrilled your family is going to be a part of it all. We look forward to serving your family this summer!

LaToya Jorden

Sr. Program Director of Youth Development

YMCA Peoria [latoya.jorden@peoriaymca.org](mailto:latoya.jorden@peoriaymca.org)

309-692-7631 x 115

Bry Stewart

Teen Reach Coordinator

YMCA Peoria [Bryanna.stewart@peoriaymca.org](mailto:Bryanna.stewart@peoriaymca.org)

309-692-7631 x 130

***\*Each parent and/or guardian is responsible for reading this parent handbook and being aware of the policies and procedures listed in this handbook.***

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**Program Location:**

Greater Peoria Family YMCA  
7000 N. Fleming Ln  
Peoria, IL 61614

**HOURS OF OPERATION**

Monday – Friday 7:00 am – 5:30 pm  
Before Care- 7:00 am-9:00 am  
Program Hours- 9:00 am – 3:30 pm  
After Care- 3:30 pm-5:30 pm

- Camp will be closed on Memorial Day, Juneteenth, and Fourth of July.
- Children **MUST** be signed in every day by 9:00 am.
- Children arriving late will not be accepted into camp without prior notice to leadership or a doctor's note.

**Late pick-up occurs after 5:30 pm, and each student is charged a late fee of \$1 per minute.**

**VISITOR POLICY**

Family visitors can visit us at camp as we have an Open Door Policy. However, if you or other family members would like to visit, any notice you can give our Camp Director at (309) 692-7631 ext. 130 is greatly appreciated. This will allow our front desk to be prepared for visitors dropping in and also enable us to confirm that your child is on-site or on a field trip.

**LEADERSHIP TEAM CONTACT INFO:**

If you ever need anything, here's how you can reach us!

**YMCA MAIN OFFICE**

7000 N. Fleming Ln, Peoria, IL 61614  
[www.peoriaymca.org](http://www.peoriaymca.org)  
(309)692-7613

Office Hours: Monday-Friday from 8:00am-4:30pm

Please contact us in advance if you need to drop by the office outside of the above times.

Andy Thornton -President and CEO of Peoria YMCA-[andy.thornton@peoriaymca.org](mailto:andy.thornton@peoriaymca.org)  
Trey Chandler -Director of Operations at Peoria YMCA – [trey.chandler@peoriaymca.org](mailto:trey.chandler@peoriaymca.org)  
LaToya Jorden -Sr. Program Director of Youth Development – [ljorden@peoriaymca.org](mailto:ljorden@peoriaymca.org)  
Bry Stewart -Teen Reach Coordinator – [Bryanna.stewart@peoriaymca.org](mailto:Bryanna.stewart@peoriaymca.org)

We are what's known as an "Actively Engaged Leadership Program." Youth in our program need to understand that participation in all activities is important to their development in the program. We believe a successful program begins with a wide variety of games and activities to create a fun and dynamic program. This program focuses on academic tutoring and enrichment, sports and recreation, life skills education, social emotional learning, nutrition, S.T.E.M., artistic and cultural activities, as well as prevention education.

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 students into situations where conversation, communication, and community are promoted and where their self-confidence and personal identity can be strengthened through a positive program experience.

We also believe that diverse programming contains activities that allow students 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! This program

**Registration cost:** Teen Reach is a free daily program, but there is an activity fee of \$150 per summer per student, that is collected during registration to help offset transportation and fuel, supplies, snacks, or field trip costs. This fee requires a down payment, then the rest can be collected throughout the summer break. The total fee must be paid in full by the end of the summer break, and before any other registrations can be completed. This requires a direct withdrawal from a bank or credit card weekly. The remaining balance is split into weekly payments evenly. This information is entered during registration. There may also be occasions where students will want to purchase snacks from the snack bar, gift shops, or vending machine but this is to the parents/guardian on depression.

**Non-refundable registration fee applies to all.**

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

Week	Start Day	Payment Due Date
1	06/02/2025	05/26/2025
2	06/09/2025	06/02/2025
3	06/16/2025	06/09/2025
4	06/23/2025	06/16/2025
5	06/30/2025	06/23/2025
6	07/07/2025	06/30/2025

7	07/14/2025	07/07/2025
8	07/21/2025	07/14/2025

### **CANCELATIONS/CHANGES**

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

**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. We cannot guarantee that a spot will reopen once it has been forfeited.

### **ELIGIBILITY:**

A camper must be 11 to 16 years of age to participate in the Teen Reach Summer Camp program.

### **DROP OFF & PICK UP PROCEDURES**

How do I drop-off and pick up my child each day?

You and the other parent/guardian listed on your family's account are already authorized to pick up your child at any point throughout the hours of operation. Children will only be released to the parent(s)/guardian(s) listed on your account, as well as the individuals you have authorized. If an unauthorized person attempts to pick up your child without permission, we will call you to verify that they have your permission to pick up your child that day. They will need to show ID for verification purposes. All parents/guardians/authorized persons should park and walk to the sign-in/out table each day to drop-off/pick-up their children which is required. Students cannot sign themselves in or out of the program.

Can I authorize other people to pick my child?

You can add additional authorized pick-ups when you register your child online for programming. These authorized persons should be anyone you plan on allowing pick up or drop off for your child(ren) this summer when you or the other parent/guardian on your account is unable to do so. (Please Note: You do not need to add yourself or another parent/guardian listed on the account as you both are already approved and authorized. This is simply for any other people you wish to authorize for this summer.)

Please note everyone authorized to drop-off/pick-up your child from Camp must be at least 18 years of age.

**Please note:**

- If you call our office to make changes or add an authorized pick up, we will ask you 1-2 questions to verify your identity/account before we can make those changes for you.
- Instead, you can also email us with new authorized pickups from your email you registered your child with on file, as this is more secure.

It's important that you plan ahead and communicate with us far in advance about any new authorized pickups or changes in information.

**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 either 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 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.

**PROGRAM HOURS:**

What are the hours of the program?

Summer Camp follows the Peoria Public School District 150 school year calendar. The daily program hours for camp are 9:00am to 3:30pm, before care drop is offered from 7:00am to 9:00am and pick up starting at 3:30pm-5:30pm Monday through Friday. Transportation is not provided for this program, and parents and/or guardians are responsible for drop off and pick up. All students must be picked up by the end of the program at 5:30pm. When you arrive in the morning, please find a Teen Reach counselor who will help you properly sign your child in for the day. When leaving please do the same and sign out the child for the day and the counselor will then get your child from their current activity and help them gather their belongings to leave the program for the day.

### **Late Pick-Up:**

Our staff will make a courtesy call to you at 5:30pm if your child is still at the YMCA and we haven't heard from you yet. If you know you will be running late, please text the Teen Reach phone or call the leadership team on the YMCA phone to let them know you are running behind. Excessive tardiness can result in the loss of the child's slot in the program. Our procedure for when a parent has not arrived after the close of care:

1. Attempt to contact the parent/guardian wait 10 minutes for response
2. Call another authorized person on the emergency list if no contact after 10 minutes
3. Finally contact the police if no contact after 30 minutes

***\*The only exception is inclement weather!***

### **Early Pick-Up:**

If you are planning to pick your child up early from the program, please communicate this to a staff member or Teen Reach counselor- either in person at drop off or call/text.

### **Technology Agreement/Consent**

The following rules and regulations are to be always observed by all technology users:

- Abuse or inappropriate use of the technology equipment will not be tolerated
- Absolutely no food or drinks when using equipment or in the lab or gaming stations
- Do not download anything or save to the computer's hard drive
- Get permission from staff before you print
- Only visit "program appropriate" web sites. If you need help deciding what is appropriate ask a staff member if you are allowed before you visit
- Chat rooms and instant messaging are not allowed
- Do not purchase anything online or enter contests
- Profanity, pornography, and/or any other lewd pictures, language, etc are strictly prohibited
- Ear buds/headphones should be used whenever possible, if not speakers should remain at a reasonable level
- The pirating or unauthorized used of another person's log-in and password will result in an automatic suspension

### **SCHEDULE CHANGES & CANCELLATIONS:**

In the event we would need to change or cancel the teen reach program parents will be notified via text message, email, and posted on all YMCA site information.

What if I need to cancel or change the week of Camp?

We understand that schedules can change between the time you register your child and when they start the program, so we do our best to be flexible with changes. If you do not remember the dates of sessions your child is registered for you can reference your YMCA account or email the Teen Reach team and we can help!

### **PREPARING FOR SUMMER CAMP SESSIONS**



Here's everything you need to prepare for your child's first week of Camp!

**PLEASE BRING TO CAMP:**

- A packed lunch that **DOES NOT** need refrigeration or heating.
- A reusable water bottle
- Wear comfortable play clothes: a T-shirt, shorts, and tennis shoes with socks.
- Bag with swim gear for swim trips and/or Water Adventures (with sunscreen, swim suit/trunks, towel, flip flops, etc.)

**BEFORE YOUR CHILD'S FIRST DAY**

- Please complete or update our Health & Safety Form for your child. Please submit this to our office in advance so we can process it and be aware of any medical needs your child may have. This form will be sent via email after the registration process with your welcome letter.
- Extra Forms will be available on your child's first day; however we ask that you allow an additional 5-10 minutes into your morning to complete the form. The form asks about your insurance information, your child's doctor and dentist, and any medications your child is on. Your child cannot be accepted on their first day until this form is completed by you.

**WHEN YOU ARRIVE ON YOUR FIRST DAY**

- When you arrive, please follow the Camp directional signs to find the drop off area.
- The counselors will greet you and your child at the sign-in table and will walk you through the check in and out process.
- Pick up a program newsletter. These weekly newsletters provide important details about the upcoming schedule, contact info for your program, and any announcements for the week.

**Sunscreen/ Insect Repellant**

To help prevent sunburn, it is recommended that parents apply or send sunscreen prior to arriving at Teen Reach.

**Heat Advisory**

During extreme heat and heat advisory days, we will adjust our schedule when possible. The safety and comfort of our campers is always our top priority.

- We will limit the time we spend in direct sun
- We will spend more outside time in shady places
- We will take frequent breaks and cool down time
- We will play games that keep kids hydrated and cool (swimming/water activities)
- We will move activities inside when possible
- We will take extra water hydration breaks and make sure water sources are always available

**PLEASE LEAVE AT HOME:**

- Matches, knives, and anything that could potentially be used to harm someone
- any type of guns (including fake)/ammunition/fireworks
- drugs, alcohol, tobacco products
- inappropriate, derogatory or offensive clothing or materials such as hats, scarfs, masks, jackets

Please be sure to clearly mark your child's name on all of their belongings (including sunscreen and program theme shirt) with their first and last name. This way, if it ends up in our Lost & Found box, we can return it to you if it's clearly labeled! The Greater Peoria YMCA is not responsible for valuables and electronics brought to teen reach. 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.

### **EMERGENCY INFORMATION**

In the unlikely event that the YMCA decides to evacuate the camp, we will attempt to contact the family, starting with the parent or guardian that registered the child, then the emergency contact person, in that order. At that time, the person we make contact with will be given further instructions on how the evacuation will proceed. For this reason, we must have accurate contact information for parents and emergency contacts during your child's camp experience.

### **FIRST AID & ILLNESS**

All staff are certified in CPR and First Aid. In an emergency 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. If possible, our billing department should be notified before the billing cycle. It is the YMCA's right to ask for a doctor's note explaining the illness.

- 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:**

- Earache (if they have not been on medication for at least 24 hours)
- Fever over 100 degrees. Campers may return when they have been fever-free for 24 hours without medication
- Strep throat (if they have not been on medication for at least 24 hours)
- Stomach Ache
- Anything contagious (i.e., chicken pox, hand, foot, and mouth disease)
- Vomiting
- Diarrhea
- Contagious 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)

## **HEAD LICE**

Head lice can become an issue anytime you gather children at camp, daycare, or school. It is not indicative of uncleanliness, and anyone can get them. Because lice are easily transmitted and require several steps to eliminate, we cannot keep children with nits or head lice at camp. If your child gets head lice and needs to miss a week, please get in touch with the Teen Reach Coordinator regarding a refund.

## **MEDICATIONS & HEALTH CONCERNS**

What if my child needs medication during Camp?

We are not trained medical professionals and do not administer chronic daily medications in our program. We only administer emergency medications when needed. As our Health & Safety forms states, if your student requires emergency medication during programming, please ensure the following guidelines are met:

All medication that your child must take while at Teen Reach must be in their original containers with:

- Your child's first and last name
- The name of the medication
- The necessary dosage amount
- Authorization form to give medication completed by parent and prescribing physician
- An action plan is required and signed by the prescribing physician

Please remember that our staff and counselors are not medical professionals. WE are not required by law to administer medication and only do so as a service to the parent/guardian for emergency situations. If you have specific questions regarding your child's medical needs or medication requirements, please contact our office before your child's first day.

## **What if my child is sick or absent from Camp?**

If you anticipate your child will be absent from Camp for a day due to sickness or changes in your family schedule, you are not required to call us to let us know. If you wish to inform us of your child's absence, please text/call your Camp's Site Directors directly and they will mark your child's absence in check-in system.

## **What you should know in the case of:**

- Illness: In order to be at Camp, your child should be free from fever, vomiting, and diarrhea for 24 hours without the use of medication. Any rashes should be cleared by a physician. You will be contacted if your child exhibits any signs of illness while at Camp (such as a fever over 100 degrees, diarrhea, undiagnosed rash, vomiting, etc.)
- Lice: In the rare event of lice, your child should not return to Camp until free from all lice and nits. Upon returning, we will call in a nurse consultant to double-check the child and give them clearance to stay at Camp.

## **CAMP SCHEDULE**

What does Camp look like?

Each week of Teen Reach is filled with a wide variety of activities including indoor/outdoor games (weather permitting), arts and crafts, dodgeball, capture the flag, water games (summer), S.T.E.A.M activities, gardening, and more. New “Skill” & “Adventure” activities come to the program every week, making sure every day is a special one.

A normal day of summer camp, might look something like this: 7:00-9:00 - Drop-Off 9:00 – Announcements/Morning Activities – breakfast, Skills, Assembly, Group Games 12:30 - Lunch Afternoon Activities - Adventures, Electives, Team Time, Team Games, Exercise 3:30-5:30 - Pickup

What about field trips?

Field trips are limited to certain sessions. Be sure to check during registration if the session you selected includes a field trip. If your session includes a field trip, we'll communicate the details of each field trip ahead of time in your weekly newsletter, so you know what to expect.

Will I get a schedule of Camp activities?

A weekly newsletter printed with the entire week's schedule of activities will be available at your Camp's sign-in table at the beginning of each week. If you have questions regarding the schedule, please contact a counselor or member of the leadership team. We will also send out an email the Friday before the start of your session to provide details and announcements for the week ahead. Any replies to those weekly emails will go directly to the Teen Reach Coordinator, so feel free to hit 'reply' to share with us any questions, concerns, or feedback you have at any point throughout the program.

### **Transportation**

Transportation to and from the teen reach program will not be provided for summer camp. Children must be dropped off and picked up from the YMCA location daily.

### **LOST AND FOUND**

Lost and found items accumulate very quickly. Please label your child's belongings. Socks and underwear are immediately discarded; everything else will be on a lost and found table and donated after two weeks. **The YMCA is not responsible for broken, lost, or stolen items.**

### **Photo/Video/Audio Recordings Release Statement**

We want to show you all the fun and accomplishments we are having while your child experiences the Teen Reach program. We love to show our students, staff, parents, and families off on social media, photos, advertising and marketing, videos produced on our websites, newsletters, social media, board meetings, and press.

For my participation in activities to be conducted by the National Council of YMCA of the USA, I hereby give my permission and consent, now and for all time, to YMCA and collaborating third parties to make, reproduce, edit, broadcast or rebroadcast any video film, footage, soundtrack recordings, and photo reproductions of me and/or my narrative account of my experience within said activities, for publication, display, sale or exhibition thereof in promotions, advertising, education and legitimate business uses without any compensation to, and/or claim, by me. I may, or may not be, identified in such reproductions; however, I shall not be stated by name to have endorsed any particular commercial products or commercial services. Parents/Guardians further agree to the following:

- Any video film, footage, sound track recordings, and photo reproductions of me and/or my narrative account of my experience during said activities, I authorize, according to this release, shall belong to YMCA and collaborating third parties. Therefore, they will have full right of disposition of any video film, footage, sound track recordings, and photo reproductions of me and/or my narrative account of my experience within said activities;
- Any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience within said activities will not be subject to any obligation of confidentiality and may be shared with and used by YMC and collaborating third parties;
- YMCA and collaborating third parties collaborating shall not be liable for any use or disclosure to a third party of any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience; and
- YMCA and collaborating third parties shall exclusively own all know or later existing rights to worldwide and shall be entitled to the unrestricted use any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience for any purpose without compensation to me.

I agree that my consent and this release are irrevocable. I hereby release and discharge YMCA and collaborating third parties from any and all claims in connection with the uses and reproductions, any video film, footage, sound track recordings, and photo reproductions of me and/or my narrative account of my experience as described herein. I am the Parent/Legal Guardian of said minor. For the consideration contained herein, I hereby consent to the foregoing on behalf of my minor child.

### **STAFF**

Who will be with my child while at Teen Reach?

Our trained YMCA staff build relationships, foster a sense of belonging and create opportunities for our campers to achieve and learn. We offer a wide range of engaging

activities, every day, as well as character development and swim lessons. At Teen Reach we consider the needs of each student to promote success and provide a positive youth experience. Disclosure of special needs will not bar participation. Let us know when you register if your child is developmentally, emotionally, or physically challenged or requires another type of assistance. Please note that we are unable to offer 1 on 1 individualized care during programming.

All activities are open to all individuals who meet the following essential eligibility requirements by themselves with or without reasonable accommodation:

Personal Needs:

- Able to manage all personal hygiene, restroom procedures, and toiletries.

Motor Needs:

- Able to ambulate on own or with a mechanical device in varied terrains, including sloped and uneven ground
- Able to perform gross motor functions and fine motor functions with reasonable guidance

Additional requirements for program with outdoor activities:

- Able to withstand exposure to the outdoors for extended periods of time
- Able to get in and out of a kayak and/or canoe
- Able to maintain a balanced, upright position when seated in a kayak, canoe, and/or bicycle
- Is willing to wear all safety equipment correctly such as, but not limited to protective helmets and life jackets

Our summer staff are college students who have gone through a number of steps to join our summer team. All staff complete an application, provide three professional and personal references, have gone through a background check, and take part in one-on-one interviews. We work hard to ensure our staff have the maturity, program skills, and abilities to make teen reach a fun and safe experience for your child. Our staff to camper ratio does not exceed 1:20.

Children are divided into groups of 15-20 students ranging from age 11-16 or 5<sup>th</sup> through 10<sup>th</sup> grade level. Each group is led by a Counselor for the entire week. Groups of campers are organized into Teams and led by a counselor for large group activities. The Program Coordinator with the assistance of counselors oversees the daily program and is available to help you and answer your questions.

What if I need to get in contact with Camp staff during the day?

At the beginning of the program, you will be provided with a direct phone number, the name and contact information of the program coordinator, and any other important contact information you may need.

If you need to get in touch with Camp staff for any reason, your first point of contact is the teen reach program coordinator. If you need to text/call the teen reach coordinator, the phone/text number is 309-680-5624.

If you have talked with the Teen Reach Program coordinator about a concern or question, and either have additional questions or don't feel like your concern was properly addressed, your next contact would be the Senior Program Director of Youth Development. The Director's phone number and email are listed in the teen reach newsletter and parent handbook. If you have questions regarding your child's schedule, or if you feel like you haven't had your questions or concerns answered by others at teen reach, please contact the main office at (309) 692-7631 to speak to a member of the leadership team and we will be happy to help.

## **BEHAVIOR MANAGEMENT**

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.

### **Top 5 Rules**

Our rules and behavior system help everyone at teen reach have fun and stay safe. Our Top 5 Rules are ones that everyone - staff and students alike - must follow.

### **Follow and Uphold Teen Reach Top 5 Rules**

1. Groups of 3
2. Be a Leader
3. Good Words/Bad Words
4. Good Touch/Bad Touch
5. Treat It Right

The following pages list examples of what it means to apply the Top 5 Rules. These represent many common situations but are not meant to be an exhaustive list.

**Groups of 3:** Always stay with at least 2 people. Never be alone with another person. Stay with your group and within the boundaries.

**Be A Leader:** Choose to be a leader in everything you do. Set a positive example by showing respect for everyone. Listen, share, and ask for help when you need it.

**Good Touch/Bad Touch:** Use touch that help others and makes them feel safe. Good touch= things like high fives and short side-hugs. Bad touch= things like hitting, sitting on laps, back rubs, tickling.

**Good Words/Bad Words:** Use words that are kind and build each other up. Good Words= respectful, encouraging, helpful. Bad words=disrespectful, cursing, threats, gossip, insults

Treat It Right: Respect all property and equipment at every location. Don't damage anything on purpose. Leave your area better than you found it.

What if my child acts up while at Teen Reach?

Your child will be expected to follow our Top 5 Rules while they are with us. If they break a rule or exhibit negative behavior, we'll walk through the 3 Strike System to correct their behavior:

- Strike 1 - Short Timeout with conversation with counselor
- Strike 2 – Write Up/Longer Timeout with removal from all activities, and work off (cleaning, tasks etc.)
- Strike 3 – Write Up/Conversation with the program coordinator, and parent.

After reaching Strike 3, our staff will include you in the process. This might mean a call home or a conversation when you pick-up your child at the end of the day. Our hope is that your perspective can help to straighten things out by working with our staff or speaking to your child. However, with extreme or continued negative behavior, we may ask you to pick up your child early or miss the following day of the program. Ongoing behavior issues could result in a suspension from teen reach. Our staff reserves the right to skip any of these steps based on the severity of the behavior.

24 things you that can get you suspended or expelled from teen reach program  
(signed student behavior code: condensed version)

1. Tobacco products, including electronic cigarettes
2. Alcohol
3. Drugs, using or possessing including controlled substances, marijuana, medical marijuana, somebody else's prescription medications, inhalants used to "get high", fake drugs or things that look like drugs, drug paraphernalia
4. Non-prescription medications, if you give them or sale them to others
5. Weapons, both real and fake
6. Cell phones or other wireless electronic devices used without permission unless a real emergency is happening
7. Using a laser pointer without permission
8. Disobedience to your counselors, the program coordinator, or program director, or any other YMCA staff member or another parent
9. Cheating or helping others 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
13. Damaging property-program 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 program building or outside on program 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 program or cutting classes
18. Being involved in a gang, wearing or displaying gang symbols, using gang speech, or recruiting members for a gang
19. Violating any criminal law
20. Being involved in a school fraternity, sorority or secret society
21. Using the internet to make threats to your school, a fellow student, or a school employee
22. Any activity in or out of youth leadership that is threatening to others, or to property, or which interferes with the educational process in school
23. Gross disrespect for other, including verbal abuse, threats, and racial or religious slurs
24. Lying to a YMCA staff member

**We are not licensed therapists, psychologists, or teachers. We are not qualified to do any one-on-one special treatment for campers. We are always willing to listen to the campers and support them with their struggles to ensure they are safe and having fun at camp.**

**Parents/Guardians should not rely on us to fix their child(ren)'s behavioral issues or expect us to "treat" a camper medically. We are not legally allowed to do that. If we believe your child(ren) cannot follow the Greater Peoria Family YMCA's rules/expectations, they will be removed immediately.**

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

The YMCA provides our youth and teens with the highest quality services. We are committed to creating a safe, nurturing, empowering environment for youth and 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, and 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 an 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.

Suppose staff or volunteers observe any suspicious or inappropriate behaviors and/or policy violations on the part of other staff or volunteers. In that case, 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.

### **Parent/Student Agreement/Code of Conduct (see attached form 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 discredit false claims OR misleading information\* If students are continuously disrupting and being disrespectful to themselves and other students and counselors: 3 Strikes rule no longer applies and the student will be dismissed from the program and unable to return.

### **SNACKS & FOOD**

Are any snacks or meals provided at Teen Reach?

For summer camp we ask that you send a packed lunch with your child each day of the week (that doesn't need refrigeration or heating). We recommend a reusable lunch box and an ice pack to keep everything fresh! We have a hot breakfast and lunch option provided by Organic Life for part of summer camp that is offered by PSD 150. This is only for a limited time during camp. Students are able to eat this option as well. We'll provide a light snack type breakfast and small snack each afternoon such as a granola bar, but if you would like to send a specific snack you can do so. We generally limit eating to lunch time and before or after teen reach, you are welcome to pack an extra snack for your child to enjoy after the program, if you'd like. Please do not allow students to bring outside fast food as it is not fair to the other students.

What if my child has a specific diet or food allergy?

If there is a specific dietary need or medical reason that your child would need to eat at a certain time, please let us know and we will be more than happy to make arrangements. Similarly, please inform us of any food allergies your child may have on their Health & Safety Form. Sending this form and information to us in advance helps us to be prepared so we can serve your child well during the program.

Can I provide snacks for my child's birthday?

If you want to bring treats for your child for a birthday or other fun occasion, please arrange this in advance with the program coordinator. All treats must be store-bought, prepackaged, and have a clearly printed list of ingredients on the package.

#### Release, Indemnification and hold harmless agreement

In consideration of participating in activities, and for other good and valuable consideration, I hereby agree to release and discharge from liability arising from negligence Greater Peoria Family YMCA and its owners, directors, officers employees, agents, volunteers, participants, and all other persons or entities acting for them (hereinafter collectively referred to as "Releases"), on behalf of myself and my children, parents, heirs, assigns, personal representative and estate, and also agree as follows:

1. I acknowledge that participating in identify activities involves known and unanticipated risks which could result in physical or emotional injury, paralysis or permanent disability, death, and property damage. Risks included, but are not limited to, broken bones, torn ligaments, or other injuries as a result of falls or contact with other participants; death as a result of drowning or brain damage caused by near drowning in pools or other bodies of water; medical conditions resulting from physical activity; and damaged clothing or other property. I understand such risks simply cannot be eliminated, despite the use of safety equipment, without jeopardizing the essential qualities of the activity.
2. I expressly accept and assume all of the risks inherent in this activity or that might have been caused by the negligence of the releasees. My participation in this activity is purely voluntary and I elect to participate despite the risks. In addition, if at any time I believe that event conditions are unsafe or that I am unable to participate due to physical or medical conditions, then I will immediately discontinue participation.
3. I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless releasees from any and all claims, demands, or cause of action which are in any way connected with my participation in this activity, or my use of their equipment or facilities, arising from negligence. This release does not apply to claims arising from intentional conduct. Should releasees or anyone acting on their behalf be required to incur attorney's fees and costs to enforce this agreement, I agree to indemnify and hold them harmless for all such fees and costs.
4. I represent that I have adequate insurance to cover any injury or damage I may suffer or cause while participating in this activity, or else I agree to bear the costs of such injury or damage myself. I further represent that I have no medical or physical condition which could interfere with my safety in this activity, or else I am willing to assume-and bear the costs of- all risks that may be created, directly or indirectly, by any such condition.
5. In the event that I file a lawsuit, I agree to do so in the state where releasees' facility is located, and I further agree that the substantive law of that state shall apply.
6. I agree that if any portion of this agreement is found to be void or unenforceable, the remaining portions shall remain in full force and effect.

By signing this document, I agree that if I am hurt or my property is damaged during my participation in this activity, then I may be found by a court of law to have waived my right to maintain a lawsuit against the parties being released on the basis of any claim for negligence.

I have had sufficient time to read this entire document and, should I choose to do so, consult with legal counsel prior to signing. Also, I understand that this activity might not be made available to me or that the cost to engage in this activity would be significantly greater if I were to choose not to sign this release, and agree that the opportunity to participate at the stated cost in return for the execution of this release is a reasonable bargain. I have read and understood this document and I agree to be bound by its terms.

If you ever need anything, we are here to help! Reach out anytime by emailing the Teen Reach Coordinator Bry Stewart or email [Bryanna.stewart@peoriaymca.org](mailto:Bryanna.stewart@peoriaymca.org) or call (309)692-7631 ext 130 and we'd be happy to help answer your questions.

Parent/Student Agreement/Code of Conduct (see attached form 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 discredit false claims OR misleading information\* If students are continuously disrupting and being disrespectful to themselves and other students and counselors: 3 Strikes rules do not apply and the student will be removed from the program and unable to return.

- 1 verbal warning
- 1 write up/conversation with counselor "moving student to another area, removal from program activities, and writing rules" (logged with date and time)
- 2<sup>nd</sup> write up/conversation with coordinator and parents (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
- Parental contact: suspension or 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 for 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 Greater Peoria Family YMCA is a youth-serving, community-based membership organization dedicated to providing Christian principles into practice through programs that build a 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 and abusive language, discourtesy, rudeness toward a staff leader, volunteer, or another program member.

- Possession or use of alcoholic beverages or illegal drugs on Great 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 wellbeing 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.

#### Inclusion Statement:

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 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
- 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 duties. 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 outside of the YMCA. 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.

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

In consideration of \_\_\_\_\_ (print minor's name) being permitted to participate in this program, I further agree to indemnify and hold harmless releasees from any claims alleging negligence which are brought by or on behalf of minor or are in any way connected with such participation by minor.

Parent/Guardian Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign form and return once reviewed.