



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

# **BEST SUMMER EVER**

**2023 Summer Camp  
Parent Handbook**

7000 N. Fleming Ln.  
Peoria, IL 61614

**309.692.7631**

*peoriaymca.org*



**Greater Peoria Family YMCA**

**CARING | HONESTY | RESPECT | RESPONSIBILITY**

## WELCOME TO DAYCAMP

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 experience the natural world, learn new skills, make meaningful new friendships and rediscover themselves outside of the pressures of the modern world. We're looking forward to a safe and fun summer that instills confidence in your child and creates wonderful memories. All programs at the YMCA are designed to promote positive values. The YMCA focuses on four primary character values, each of which is assigned a color that helps the staff in the character education process. YMCA staff are hired based on their commitment to accept and demonstrate these positive values in their own lives. The four values are:

**Caring (red)** Help others

**Respect (yellow)** Value the worth of every person  
and myself

**Honesty (blue)** Tell the truth  
done.

**Responsibility (green)** Do what ought to be

## YMCA MISSION

To put Christian principles into practice through program that build healthy, spirit, mind, and body for all. We build strong kids, strong families, and strong communities.

## OVERVIEW

Traditional Day Camp offers campers the most well-rounded outdoor youth development experience. Campers enrolled in traditional camp will be offered swim time weekly, field trips, crafts, science, different community vendors, and Vacation Bible School through Bethany Baptist Church. This camp is recommended for all first-time campers and children interested in learning, exploring, and having fun!

## ELIGIBILITY

A camper must be school age in order to participate in Summer Day Camp programs. Campers must be at least the age of 5, by the first day of camp.

## HOURS OF OPERATION

Monday-Friday 9:00am-3:00pm. Before/After Care will be available from 6:30am-9am and 3-5:30pm.

Camp will be closed May 29<sup>th</sup> & July 4<sup>th</sup>.

Children need to be signed in every day by 9:00am.

Children arriving late may not be accepted.

**Late pick up occurs after 5:30pm and each student is charged a flat rate of \$5 from 5:30-5:40.**

**After 5:40 the fee is one dollar per minute per child.**

## VISITOR POLICY

Family visitors are free to 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. 104 is greatly appreciated. This will allow our front desk to be prepared for visitors dropping in and will also allow us to confirm that your child is on-site and not on a field trip.

## REGISTRATION INFORMATION & PAYMENT

Camp fees will be automatically bank drafted every Monday before the start of camp. If you are applying for Child

Care Connection will be responsible for full payments, until you're approved. **Non-Refundable registration fees apply to all.**

Financial Assistance is available to all YMCA families who qualify. You must apply through Child Care Connection before you apply for financial assistance, if you are denied Child Care Connection you may apply for financial assistance.

Any unpaid afterschool, membership, or financial aid must be paid before attending camp.

## CANCELATIONS/CHANGES

With billing being done weekly, refunds will only be given if an illness or injury prevents your child from attending for the full week. If possible, our billing department should be notified prior to 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 form **two weeks prior**. You can get these forms in advance from the counselors or the billing coordinator. If we do not receive the change of status form two weeks prior to cancellation you will be responsible for payments. Refund processing normally takes 2-3 weeks. Children suspended from camp will **not** be refunded for the week; parents will be responsible for payment that week.

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

There will be a check in/billing table and a camp questions table. At check in and pick up you are responsible for signing your child in and out of camp. Parent/guardian must be 18 years of age to sign in or out. Please allow yourself enough time for sign in, due to the number of participants we have in the program. Please have your Driver's License in hand for 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.

## **EMERGENCY INFORMATION**

In the unlikely event that the YMCA decides to evacuate 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, it is truly important that we 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 the event of 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 full week. If possible, our billing department should be notified prior to 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 at least 24 hours)
- Fever over 100.1 degrees. Campers may return when they have been fever free for 24 hours
- Strep throat (if they have not been on medication at least 24 hours)
- Stomachache
- Anything contagious (i.e.— chicken pox, hand, foot and mouth disease)
- Diarrhea/vomiting
- 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 at least 24 hours
- Significant runny nose (discolored mucous)

### **HEAD LICE**

Head lice can become an issue anytime you gather children together 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 at camp who have nits or head lice. In the event that your child gets head lice and needs to miss a week, please contact our billing department to see about a refund.

### **MEDICATION**

If you will be sending any over the counter or prescription medications or vitamins, please follow the instructions below: Regulations require us to dispense medication only from the original container according to the prescribed dosage. Your local pharmacy can provide you with an extra container if needed.

- ☐ Complete the provided medication form. Include all medication/and vitamins being sent to camp. Directions on the container label must match your written directions on the medication form.
- ☐ Send only the exact dosage (plus two extras) your camper will need during their weekly session.
- ☐ Place the completed medication form with medications in their original containers in a plastic bag and bring them with you to camp at check in. Turn them in at the question table.
- ☐ One camp counselor will be designated as a person to administer the medication.

## **WEATHER**

Most activities on rainy days will take place inside different parts of the building and under the pavilion. However, campers should be prepared with proper rain gear for transitions to and from areas. On days we have extremely hot weather, campers have the opportunity to get drinks of water and spend time in the shade. Sunscreen should be applied before campers arrive. We are an outdoor camp, so please provide your child with plenty of sunscreen to re-apply throughout the day.

**Counselors can help apply sunscreen if requested.**

## WHAT TO BRING TO CAMP

Campers should bring a backpack to and from camp each day. In the backpack should be lunch (if one is not provided) and drink (no soda), a towel, bathing suit, sunscreen, bug spray, and extra clothes. **Campers need to wear sneakers at all times.** Sandals are not allowed for safety reasons. Fair-skinned campers are encouraged to wear a hat on sunny days. All items should be marked with the camper's name.

## WHAT TO KEEP AT HOME

Campers may not bring MP3 players, cell phones, tablets, iPod, video games, trading cards, matches or knives, or any other toys from home. The YMCA is not liable for any child's items that are lost and or stolen. Any camper bringing any weapons will be immediately removed from the program.

## CAMPER PHONE USE

The camp experience is a way for children to develop a greater sense of independence. Therefore, no phone is available for campers to routinely make or receive phone calls. However, should your child need to call home, directing staff will arrange a time and, together with the camper, they will make the call home. **Personal cell phones are not allowed.** Cell phones will be confiscated and returned at the end of the day.

## 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 any lost or stolen items.**

## Weekly SCHEDULE

Each week, parents will be supplied a schedule that will provide an overview of field trips, special speakers, swim times, and helpful reminders will be given out. In the event of inclement weather schedules will be modified.



## **CHILD PICK-UP**

Anyone picking up the child must:

- Be listed on the child's authorized release list and be prepared to show staff a picture ID 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 the authorized pick up list in-person during drop-off. In the event of an emergency, you may call (309) 692-7631, ext 104 and we can add a name via phone (this is for emergencies ONLY)

*\*\*\*In regard to legal documentation the only document the*

*YMCA will interpret is the child's enrollment form.*

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

The camp office must be notified 24 hours in advance of any early pick-up so schedules can be adjusted in advance. If children have a visit from a case worker, they must provide a work badge and driver's license. If children are on a field trip they will not be allowed to pick them up at the destination, unless we receive 24 hour notice.

We enjoy having all of our campers at special events! If you need them to stay back at camp, you will have to find care for your child that day. We cannot allow parents, guardians, case workers or relatives to drop children off at other drop off points.

**Late pick up occurs after 5:30pm and each student is charged a flat rate of \$5 from 5:30-5:40. After 5:40 you will be charged \$1 per minute, per child.**

## TRANSPORTATION & FIELD TRIPS

The YMCA transports children by bus or van. If you need to pick your child up earlier or during the field trip, please contact Tanner or Taylor.

The YMCA does not pick children up for camp. Students may be left out of a field trip if the YMCA staff does not feel they can be a good representative of the organization out in public.



## VACATION BIBLE SCHOOL

As a Christian organization, campers are involved in V.B.S at Bethany Baptist Church for one week during the month of June. This has been a huge success, and campers love to attend. **Parents are not allowed to drop their child off at the church, no exception.**

## STAFF RATIOS

The YMCA camp has a counselor to camper ratio that ranges from 1:10.

## YMCA CAMP STAFF

We are dedicated to recruiting and developing an outstanding group of directors and counselors who are 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 people are selected on their experience, ability to lead camp related activities and their personal commitment to role modeling positive values. We strive to retain seasonal staff people from summer to summer. Your child may already know many of our staff from camp last year. This seasoned staff brings a great deal of knowledge and experience to the YMCA summer camp program. Each staff person

receives training and is certified in American Red Cross First Aid and CPR, a certified DCFS mandated reporter, and is certified in Child Development Health & Safety Basics. In addition to background checks, fingerprinting and drug testing.

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

The YMCA provides our youth and teens with the highest quality services available. We are committed to creating an environment for youth that is safe, nurturing, empowering, and that promotes 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. For all individuals found to have abused youth, they will be permanently prohibited from all YMCA property and activities. The YMCA will both report to and fully cooperate with law enforcement and the Missouri Department of Social Services or Illinois Department of Children & Family Services regarding allegations of abuse which 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 a 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 on the part of other staff or volunteers, it is their personal responsibility to immediately report 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

the DFS 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; as well as day care/childcare workers, are mandated reporters. Thus, it is policy of the Greater Peoria Family YMCA to report any suspected cases of child abuse and/or neglect to DFS immediately by telephone or by online submission.

## **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 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 and guide 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. Positive behavior is reinforced in order to discourage inappropriate behavior as well as use of the character development 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 unacceptable behavior are used as the situation warrants.

## **DISCIPLINE POLICY**

Please understand that some actions warrant immediate suspension, and in the case of three suspensions, the child will be dismissed from the program. Suspension starts at one day, the second will be one week, and the third will be dismissal. Note that if your child is suspended, fees will still 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.
- ☐ For any reason within the discretion of YMCA Management.

**\*STRIKE 1:** The student will be put through our ticket policy. Three tickets will warrant a parent conversation. This can change due to the nature of the ticket.

**\*STRIKE 2:** Requires a meeting/phone call to the parent from the child and staff. In certain cases, a 1–2-day suspension may occur.

**\*STRIKE 3:** If the behavior issues continue, the child will be dismissed from the program or, depending on the severity, be given a 3–5-day suspension. There must be a meeting between the camp director, involved counselor, parent and child. Complete expulsion may be a consequence as well. A child may be expelled due to violation of Parent/Student Code Conduct.

## **Potty Training Policy**

Students in the YMCA Summer Camp program are required to be potty trained. YMCA staff **DO NOT** assist in changing or cleaning a child. If a child needs assistance cleaning up and being changed, a parent or guardian will be required to come and assist. YMCA staff can give a child clothes to change into but will wait outside of the bathroom so the child can clean up and change themselves. We will be operating our potty-training policy on a three-strike basis. The student will be allowed three accidents, parents/guardians will be notified if there is an accident, and the accident will be documented. On the 4<sup>th</sup> accident, it will be at our discretion to determine whether the child is not potty trained, and they will be dismissed from the program.

## **PARENT/STUDENT AGREEMENT / CODE OF CONDUCT**

The Greater Peoria Family YMCA is a youth-serving, community-based membership organization dedicated to providing 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. We also ask that parents have a clear understanding, that if YMCA leadership calls and states that a child needs to be picked up, then an authorized pick-up must come and get the child in a timely fashion. The activities outlined in the following list are strictly prohibited. Any program participant, staff, volunteer leader, or parent who violates this code is subject to discipline, up to and including removal from the program.

- ☐ Abusive language toward a staff leader, volunteer, or another program member.
- ☐ Possession or use of alcoholic beverages or illegal drugs on Peoria Family YMCA property or reporting to the program while under the influence of drugs or alcohol.
- ☐ Bringing onto YMCA property dangerous or unauthorized materials such as explosives, firearms, weapons, or other similar items.
- ☐ Discourtesy or rudeness to a fellow program member, staff leader, or volunteer.
- ☐ Verbal, physical, or visual harassment of another program member, staff leader, or volunteer.
- ☐ 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.
- ☐ 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.

## **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 in a mature and fair manner.  
Demeaning works 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, mishandling of equipment, or defacing of property will not be tolerated.
- ☐ Food will never be denied as a punishment.

☐ Children who wet their clothing will not be shamed or punished.

### **HOW CAN YOU HELP?**

If you are looking to volunteer, you will need to complete a volunteer form, complete a drug test, get fingerprinted, and authorize a background check.

### **CONTACT US TODAY!**

**YMCA Program Director**, Tanner Wheat (309)692-7631 ext 104,

[Tanner.Wheat@peoriaymca.org](mailto:Tanner.Wheat@peoriaymca.org)

**Billing Coordinator**, Jordyn Porter (309)692-7631 ext 108

[Jordyn.Porter@peoriaymca.org](mailto:Jordyn.Porter@peoriaymca.org)

**School Age Coordinator**, Taylor Simpson (309)692-7631 ext 120

[taylor.simpson@peoriaymca.org](mailto:taylor.simpson@peoriaymca.org)