



LINCOLN AREA YMCA

2009 SUMMER DAY CAMP PROGRAM

PARENT POLICY HANDBOOK

Welcome to the Lincoln Area YMCA Summer Day Camp Program. Our program promises to provide your child with a positive, secure environment each day. We focus on promoting self-esteem, interpersonal relationships, and character development through a center-based curriculum. YMCA discipline policies have been revised in order to ensure provision of a quality day camp program that will benefit all concerned.

The following information is designed to help you, as a parent or guardian, become familiar with the policies and procedures of our program. ***Please pay particular attention to policies regarding payment of fees and tuition, illness, and discipline as these policies have been revised considerably.*** We encourage all parents to review thoroughly prior to the start of the camp season. If you have any questions or concerns after reading this information, please call the YMCA at 217.735.3915 or 800.282.3520.

YMCA MISSION (NATIONAL)

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

YMCA SUMMER DAY CAMP GOALS

1. To provide a safe and quality camp program, support, and consistency for children and families.
2. To promote the child's social, emotional, physical, and cognitive development through organized and supervised activities.
3. To work in cooperation with home to ensure each child reaches his/her maximum potential.
4. To provide a secure atmosphere allowing for the positive transition between home and camp, and then camp and home.

DAILY PROGRAM

The Kindergarten – 3rd grade (Kid Camp) will operate at the Lincoln Area YMCA Activity Center (719 Wyatt Ave.) from 6:30 a.m. to 6:00 p.m. in the air conditioned Fun Day activity room in the lower level.

The 4th-6th grade (Preteen Camp) will operate at the Lincoln Area YMCA Activity Center from 6:30 a.m. to 6:00 p.m. in the air conditioned Preteen room in the lower level.

Counselors In Training (C.I.T.'s - 7th – 9th grade children) will be working alongside our counselors with the Kid Camp children and will model our staff. This camp prepares the older child for his/her first work experience. Children will occupy the air conditioned Fun Day activity room in the lower level.

Camp activities begin each day at 8:30 a.m. through 4:30 p.m. and consist of nature walks, playing recreational games, participating in sports activities, building reading and writing skills, enjoying art and craft activities, learning core values of good character development, lessons in violence prevention, singing fun camp songs, skit and role playing, and much more. *Activities prior to 8:30 a.m. and after 4:30 p.m.* will consist of play stations, learning centers, teacher supervised free choice activities, and/or outside playtime. The children will enjoy guest speakers and fieldtrips that correlate with the weekly activities. Lincoln YMCA camp staff and all campers will walk to the Lincoln Park District pool to swim, weather permitting, and at no additional cost to the parent. A variety of fun fieldtrips are planned for each camp. Fieldtrip information will be forwarded to parents one week in advance at each camp site. *Preteen fieldtrips are separate and different from Kid camp fieldtrips.*

- **Fieldtrips will be taken during many of the camp weeks, but are subject to change and/or cancellation due to scheduling and/or weather conflicts.**
- **A fieldtrip permission slip and release of liability form must be signed by a parent and/or guardian in order for any child to participate on any fieldtrip. (See registration packet.)**

CAMPER INFORMATION

Children will need to bring a hearty sack lunch each day. Lunch is at 11:30 a.m. No refrigeration is provided, so children should bring their lunch in small coolers or boxes with a freezer pack. (*A juice box can be frozen overnight and this works very well for an ice pack in your child's lunch.*) An afternoon snack with drink will be provided daily. Drinking water will be available at all times, but please send a new or clean filled water bottle to camp with your child each day labeled with your child's name.

* Dress your child according to weather and appropriate for activities. Sandals and boots are not allowed due to liability reasons - NO EXCEPTIONS and your child will not be allowed to be dropped off for the camp day if in sandals or in boots. *Tennis shoes are the best practice.* Please make sure your child is wearing bug repellent and sunscreen every day. Children will need to bring a swimsuit, towel, extra sunscreen, and **an extra t-shirt for sun protection** for each swimming day. All items must be labeled and packed in a backpack or tote bag. Waterproof backpacks can be purchased in the Y office for just \$5.00. (YMCA is not responsible for lost clothing, articles, or money.) **All children enrolled must be toilet trained in order to participate in day camp.**

DAILY ACTIVITY INFORMATION

Weekly planning guides or notices will be posted for the upcoming week for parents and/or guardians to see what activities their child will be involved in. Notification of field trips and other special activities will be posted at each camp prior to the event. (See sign in/out area and front entrance doors daily for important information).

MEMBERSHIP FEES

All camp participants must be current 2009 YMCA members or pay the \$33.00 family membership fee in order to register for the camp program. Membership runs from January through December 31, 2009.

REGISTRATION AND REGISTRATION FEES

Please visit the YMCA office at 604 Broadway St., Suite #1 (downtown on the Lincoln square) to register your child for Summer Camp or visit our website at lincolnymca@lincolnymca.org for an application form. Bring necessary physician, hospital and insurance information to register your child. *Day camp registrations are only accepted at and processed through the YMCA office.* **2009 membership fees (\$33.00), program registration fee (\$28.00) and tuition payment through June 12th is due at the time of registration.**

Full-time (Monday - Friday) registration is accepted before part-time registration. Early registration begins April 8th through May 6th. Registrations received after May 6th include a \$2.00 daily rate increase and a \$10.00 weekly rate increase per child, per session. Registration is on a first come-first served basis, and **space in each camp will be limited.** All *part-time* and *daily registrations* will be filled, if and as space is available. Part-time registrations will be notified one-week prior to the requested camp session if enrollment space is filled and not available.

State subsidized participants must pay membership fee and registration fee in full prior to attending camp.

TUITION AND PAYMENT POLICY/PROCEDURES

1. Tuition fees are due each Wednesday by NOON prior to the week you have registered your child. A late fee of \$15.00 will be assessed to your account if payment has not been paid by this time. Late fees will be applied to outstanding tuition accounts beginning Wednesday, June 17, 2009.
2. Check or money orders are the only forms of payment that can be accepted at the camps. Camp counselors cannot accept cash payments. (*Cash and credit card charge payments can be accepted at the YMCA office, located at 604 Broadway, Suite #1, Lincoln during office hours, 8:30 a.m. – 5:00 p.m., Monday - Friday.*) There is a \$3 fee for each debit or credit transaction. The YMCA is **NOT** responsible for cash payments after office hours.
3. A \$25.00 fee will be charged for any returned checks. After one returned check, the YMCA will only accept payment by money order, cash or credit card.
4. State subsidized participants must have all previous co-pay amounts from the 2008-2009 school year paid in full in order to enroll in the 2009 day camp program. One half (50%) of June 2009 co-payments are due at the time of registration and no later than June 1, 2009. The remaining half will be due no later than June 15, 2009. This same payment plan will be in effect for July and August 2009 as well. A late fee of \$15 will be applied after the first and 15th of each month if co-payments are not paid by these deadlines.

5. When applying for state subsidy, participants will be charged half (50%) of the weekly tuition cost for each child until approval notice is received from the subsidizing agency. All proceeds will be credited to assigned co-pays or refunded if co-pay is not applicable. However, if the participant is denied by the state subsidy agency, payment is due in full for all previous days that your child was registered to attend camp and is due immediately at the time when the denial notice is received in order for the child to continue attending the day camp program.
6. If you are on a subsidy plan, state funded plan or have received a scholarship, and have registered your child to attend camp, and your child fails to attend camp, then you will be billed for and be responsible for making the tuition payment for those days your child missed rather than billing the paying agency.
7. There will be no trading or switching of days after the registration deadline for each week has passed (*prior week, Wednesday at noon*). However, if space is available, you may add additional days for your child to attend. Payment for any additional days must be paid prior to the child attending. All camp registration (schedule) changes must be done in writing and submitted to the office prior to the change in schedule.
8. There are no refunds, reductions or transfers of tuition in the event of absence with the exception of serious illness (see illness policy below). There is no vacation policy available. Please choose your registration dates around your scheduled summer family vacation.
7. **Failure to pay tuition and any assessed late fees will result in your child not being included on the next week's attendance roster and your child's registration paperwork will be fully removed from the camp site.** Children are not authorized to attend camp if registration forms are not on site. Please inquire at the office for any tuition account information you may need in order to keep your account up to date.

CAMP STAFF

All staff employed in the summer camp programs are well-trained and consist mainly of current YMCA After School program directors and counselors, returning camp staff, or have had experience working with children in various camps, public schools or childcare situations, or other YMCA programs. Background checks are completed on all staff working with our summer camp programs. Staff receives training in CPR, First Aid, Camp Orientation and YMCA Procedures/Policies, Risk Management, and Child Abuse-Neglect.

CHILD ABUSE – NEGLECT REPORTING

All staff members are trained and considered “mandated reporters” of suspected child abuse/neglect and are subject to the state law regarding Abused and Neglected Child Reporting.

TRANSPORTATION

Transportation to fieldtrips will be provided through our YMCA van or through an outside transportation firm. Camp counselors will ride the bus to ensure a safe and supervised ride. First aid and phone service is available at all times on fieldtrips. YMCA cell phone numbers are available upon your request at YMCA office.

SIGN-IN/SIGN-OUT PROCEDURES

All children are required to be signed in and out daily by an authorized adult. *Absolutely no exceptions will apply.* Failure to comply with sign in or out policies will result in immediate termination of enrollment. In order for a child to be released from the program, he/she must be signed out on the daily sign-out sheet by a parent/guardian or other adult authorized by the parent/guardian in writing (as a part of the child's registration packet). The program staff has the right to refuse the release of any child to a person who has not been authorized in writing by the parent or guardian. Program staff will request a photo identification card, issued by the State of Illinois, or a state driver's license from any individual other than the parent/guardian, and from any individual who is unfamiliar to them who comes to pick up a child. Please notify the office if any changes need to be made to your child's pick-up list. *Inform your child's authorized pick up person to bring proper identification with them.* Camp staff cannot and will not provide transportation home for a child, as this is against YMCA policy.

A \$10.00 fee will be charged for each quarter hour late pick-up of a child. Children must be picked up by 6:00 p.m. each day in the K-3rd camp and in the 4th-6th grade camp. Camp enrollment and participation may be terminated for repeated late pick-ups. Camp late pick-up fees that are applied must be paid during the same week that they have occurred.

DISMISSAL/WITHDRAWAL POLICY

DISMISSAL - Occasionally a child does not adapt to the program routines, is not able to interact with other children, or may present behavior that affects the health, safety, and well being of other children. After attempts to discipline with redirection and time-out have been made and appear to be unsuccessful in correcting the inappropriate behavior, an ongoing log of such behavior will be recorded. At this time a conference with the parent/guardian will be scheduled and conducted. ***If a parent or guardian refuses to meet and discuss available options for behavior modification, then the child will be dismissed immediately.*** Registration paperwork on the child will be removed immediately from the camp site and children are not allowed to attend the program without registration paperwork on location. If the inappropriate behavior continues after staff and parents meet, and staff cannot meet the child's needs, it may be necessary to dismiss the child from the program.

WITHDRAWAL - The program requires a one-week notice of withdrawal from the program so that your child's enrollment slot can be filled. Failure to do so will result in a one-week regular tuition charge that will be assessed to your account. If the child returns at a later date, the registration process must be completed again, including payment of the registration fee and any outstanding tuition. Any tuition payment made previously will not be refunded or transferred as staff has been employed and supplies purchased to meet the pre-registered enrollment.

ABSENCES

Please notify the program staff or the YMCA office if your child will be absent on any given day.

ILLNESS POLICY

If a child becomes ill during camp hours, the parent/guardian will be notified to immediately pick up the child. If a child has a communicable disease (i.e. pink eye, chicken pox, infection, etc.) a written statement of release must be given to the Site Director from the doctor permitting the child's return to the program. This is for the safety of all children in the program. If a child has experienced vomiting and/or diarrhea in more than one episode, or a fever at or exceeding 100 degrees prior to the start of the camp day, please do not bring your child to camp.

If your child develops a fever, vomiting, diarrhea, rash, or complains of not feeling well, he/she will be isolated from the rest of the children and a call to the parent/guardian will be made to request that the child be removed from the camp within one hour of being notified. If the staff deems emergency medical treatment is necessary, the child will be taken to the hospital or emergency care will be summoned. **WHEN YOUR CHILD HAS BEEN FREE OF FEVER, VOMITING, OR DIARRHEA FOR A PERIOD OF 24 HOURS, HE/SHE MAY RETURN TO THE PROGRAM.**

A 50% reduction in tuition can be made if your child is absent for more than three consecutive days (with a doctor's written excused illness absence note, resulting from a communicable disease) for up to a period of two full weeks of attendance time. **Lice, colds, and flu do not fall within this policy** and are considered regular absence in which full tuition is charged. Tuition accounts can not and will not be adjusted until a doctor's excuse is received in the bookkeeping office.

ILLNESS EXCLUSION POLICY

Illness/conditions that require a child to stay at home or to be sent home:

- A fever at or above 100 degrees. **A CHILD MUST BE FEVER FREE FOR 24 HOURS BEFORE RETURNING TO THE PROGRAM.**
- Vomiting: more than once in 24 hours, or in combination with another symptom.
- Diarrhea: more than one uncontained episode in 24 hours, or in combination with another symptom.
- Earache
- Conjunctivitis: commonly know as "pink eye", is an inflammation of the eye and is characterized by a white or yellow discharge and matting. It is highly contagious and a physician must be consulted for medication in order for your child to return to the camp program.
- Sore throat: strep throat (a reportable disease that we will report to the local county health department).
- Any unexplained rash.

- Persistent cough and/or thick nasal discharge. (Remember, children and adults experiencing these types of symptoms, do not feel like attending a work or school situation.)
- Contagious skin infestations such as lice, scabies, impetigo, ringworm. YMCA has a NIT-FREE policy in place.
- Chickenpox (lesions must be crusted over before returning to the program).
- Measles, mumps, or rubella

MEDICATION POLICY

If your child needs to take medication during program hours the following steps must be completed:

1. An “Authorization to Dispense Medication” form must be completed by a parent/guardian prior to the child being given the medication. Any changes in dispensing instructions or amounts require a new form to be completed.
2. Prescription medication must be brought to the staff in the ***original prescription container***. The dosage, times, etc. on the container must match the directions given by the parent/guardian on the medication form. Medication that is not in its original prescription container will not be administered to the child by staff.
3. Non-prescription medications must be labeled with the child’s name and in its original container and shall be administered according to package and/or parental instructions on the medication form.
4. Camp staff will not administer any medication that is outdated.

A record of the date, time, dosage, and initials of the person administering medication will be kept for each child. Please note that the center does not provide or keep any non-prescription medicine, (Tylenol, etc.) on hand to administer.

EMERGENCY MEDICAL PROCEDURES

Children suffering injury during the camp will be brought to the Site Director for necessary care. If the injury has complications, the child will remain at the scene of the injury and will be given first aid to avoid any further injury or complication. The child’s parent/guardian will be notified for informational purposes and be given the choice of picking up the child at that time. ***Please be sure to list all current contact phone numbers (including cell numbers) to ensure that you can be contacted immediately with regard to emergency situations and care.***

In the event of serious injury or emergency, fire/rescue will be summoned immediately by the YMCA staff. Depending upon the seriousness or nature of an injury, the parent/guardian will be notified at the time of the injury and requested to pick up the child, or it may be determined necessary to immediately summons emergency rescue. In either event, the parent will be notified immediately of the injury or accident. The YMCA designated emergency care facility is Abraham Lincoln Memorial Hospital and your child will be given emergency treatment if parent/guardian contact cannot be made or if required as to the seriousness of the injury.

DISCIPLINE POLICY

Children will be given our basic rules of safety and good conduct. The forms of discipline used are redirection and time-out. Written notices for inappropriate behavior will be sent home at the discretion of the Site Director, and in accordance with the severity and number of times an infraction occurs. A child may (1) lose the privilege of participating in an activity, (b) be suspended from the program or (c) be terminated from the program. Two disciplinary “behavior letters” are the basis for conducting a staff and parent/guardian meeting. In the event that a parent/guardian fails to cooperate and attend such a meeting, then the child’s registration paperwork will be removed until parent/guardian complies and meets with YMCA staff. Three disciplinary “behavior letters” are just cause for dismissing a child from the program.

The purpose of discipline is to help children develop self-control and to assume responsibility for their own actions. To minimize the need for discipline, the program has established a set of basic rules. These rules of safety and good conduct will set the limits of behavior that is expected. If however, discipline is necessary, it shall be developmentally related to the child’s act and shall not be out of proportion to the particular inappropriate behavior. The child shall be made aware of the relationship between the inappropriate act and the consequences. Measures of discipline would include staff attempting first to redirect the child to a suitable and different situation.

If redirection fails and the child is persistent in the inappropriate behavior, time-out will be instituted for a reasonable length of time (5-10 minutes maximum). In no instance shall any child be subject to corporal punishment or verbal abuse.

If inappropriate behavior persists, the parent/guardian will be informed with written notices of the inappropriate behavior and/or with a phone call to arrange for the child to be picked up. At the request of staff, parent/guardian, or both, a meeting will be conducted with staff, parent/guardian, and director to determine what joint efforts can be made to help the child solve the problem. If after joint attempts of parents and staff have been made to meet the child's needs, and the child still demonstrates an inability to benefit from the YMCA program, or his/her presence is detrimental to the group, then the child shall be discharged from the program. It is the intent of the YMCA to conduct a beneficial camp program each day, and if misconduct or misbehavior of any given child prohibits staff from conducting daily routines and schedules, then misbehaving child will be sent home for the duration of the day and will not be allowed to return to camp for the duration of that day. Behaviors that cause harm or potential danger to other children or staff and/or pose a potential risk or liability to the child himself or to the Lincoln Area YMCA, fall within the realm of misconduct and misbehavior.

The goals of our positive discipline policy are to:

- Assist the child in developing self-control and assuming responsibility for his/her own actions.
- Enhance a child's sense of self-esteem.

BABYSITTING OR TRANSPORTATION

The YMCA does not endorse any solicitation of staff from a parent/guardian to baby-sit or transport their children at anytime outside the YMCA program.

PERSONAL BELONGINGS

Personal belongings such as money, hairbrushes, combs, food, candy, gum, etc. must be kept in child's backpack at all times. **It may be helpful to send a spare change of clothing to camp daily in the event of accidents or spills (this saves parents from having their work day interrupted).** Label all clothing, towels, lunch bags, sunscreen, bug repellent, and all other personal belongings. Please monitor backpack contents daily.

Staff will **not** allow children to play with toys from home. This policy is enforced to prohibit toys from being lost, broken or stolen. *Do not* send child's toys to camp.

HOLIDAYS AND TUITION RATES

There is no reduction in weekly or daily tuition rates due to holidays. Tuition rates have been calculated and set based upon the total summer program costs and divided proportionally into the weekly rates and daily rates for the entire 12 week camp program.

CAMP RATES:

2009 Membership Fee – per family	\$33.00	Kid Camp Daily Rate	\$21*/\$23 (per child)
Registration Fee – per child	\$28.00	Kid Camp Weekly Rate	\$92*/\$97 (per child)
Back Pack Fee – per child	\$5	Preteen Camp Daily Rate	\$23*/\$25 (per child)
T-Shirt Fee (optional) – per child		Preteen Camp Weekly Rate	\$98*/\$102 (per child)
\$6 (K – 3 rd grade) \$6.50 (4 th – 6 th)		C.I.T. Camp Daily Rate	\$15 (per child)
		C.I.T. Camp Weekly Rate	\$60 (per child)

Subsidy program registrations will not be accepted until all paper work is complete, necessary documentation is supplied and any fees necessary are paid in full.

*Discounted rates charged to those who participated in Before and/or After School program at the close of the 2008-2009 school year.

All camp rates increase (\$2.00 per day/\$10.00 per week) after early registration period ends May 6th, 2009.