



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

MCGAW YMCA Day Camp 2022 PARENT HANDBOOK 2022

WELCOME TO CAMP!

The YMCA is the nation's leader in camping, offering outdoor programming for over 100 years. The McGaw YMCA serves approximately 200 children in day camp programs each summer and we are excited to have your camper experience what the YMCA has to offer. You are in for a fun-filled, exciting summer!

MCGAW YMCA MISSION, VISION AND VALUES

MISSION

The McGaw YMCA is an open, charitable membership association that promotes growth in spirit, mind and body through programs and services for all.

VISION

The McGaw YMCA will be Evanston's lead collaborative partner in strengthening community.

OUR 4 CORE VALUES

Caring: We demonstrate sincere concern for others, their needs and wellbeing.

Honesty: We tell the truth and demonstrate reliability and trustworthiness.

Respect: We treat others, as we would want to be treated and value the worth of every person.

Responsibility: We do what is right and are accountable for our choices and actions.

ABOUT OUR CAMP

At Day Camp, our goal is to provide a safe, creative, active environment for campers to experience outdoor adventures, try new things and grow physically, mentally and creatively. Our focus at day camp is to encourage campers to demonstrate our four core values; Caring, Honesty, Respect, and Responsibility while promoting an environment that promotes belonging, achievement, and positive relationships. Keeping our mission and purpose in the forefront allows us to reach our goal of the YMCA pillars of youth development, healthy living and social responsibility.

OUR STAFF – PROFESSIONAL ROLE MODELS

Our Day Camp program is committed first to the safety of your child. A YMCA professional supervises all day camp staff, recruited through colleges, leadership organizations, and local youth-serving organizations. We place serious emphasis on safety standards by offering a reasonable counselor to camper ratio and requiring our counselors to complete 40 hours of pre-camp training, including CPR, First Aid, AED and Child Abuse Prevention along with specific training in the areas of working with children, discipline, group dynamics, safety and programming. All YMCA staff go through background checks prior to hiring. We take pride in the high expectations we set for our summer camp staff each year and evaluate them throughout the summer.

STAFFING STRUCTURE AND CONTACT

For most needs, you can **contact the Children's Center front desk at (847) 475-8580.**

School Age Team

Director of School Age Programs, Andrea Hillsamer

Andrea oversees the Day Camp, School's Out, and Summer Learning Programs. You can contact Andrea by phone at the Children's Center (847) 475-8580 ext. 313. You can also email her at andrea@mcgawymca.org. While Day Camp is in session, Andrea can best be reached by email. You can also leave a message at the Children's Center, and she will respond as quickly as possible.

Manager of School Age Programs, Curtis Hemingway

Curtis oversees the Day Camp program and will be onsite at Day Camp each day throughout the summer. You can contact Curtis by phone at the Children's Center (847) 475-8580 ext. 310. You can also email him at curtish@mcgawymca.org.

Manager of School Age Programs, Manny Luna

Manny oversees the Summer Learning and School's Out programs. You can contact Manny by phone at the Children's Center (847) 475-8580 ext. 312. You can also email him at manny@mcgawymca.org.

Registration Team

Director of Operations (Children's Center), Danny Profit

For scholarship, CCAP, registration, membership and payment needs, contact Danny at (847) 475-8580 ext. 311 or dannyp@mcgawymca.org.

Manager of Admissions and Membership, Alyssa Thompson

For registration and billing needs, contact Alyssa at (847) 475-8580 ext. 335 or alyssat@mcgawymca.org.

Manager of Admissions and Data, Sam Marin

For registration, CCAP and scholarship needs, contact Sam at (847) 475-8580 ext. 309 or samanthamarin@mcgawymca.org.

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GENERAL INFORMATION

Camp Operating Days & Hours

Program Dates: June 13-August 12 (9 weeks)

Camp is organized by weekly sessions. Each session will have a new theme, but the overall structure will remain the same.

Camp Days/Hours: M-F from 8:00am-5:30pm

NEW PICK UP AND DROP OFF POLICIES

- All campers must be signed in before 9:30am, unless prior notice is given. If you arrive after 9:30am, you will need to contact the camp cell phone for entry, and be prepared to wait.
- Campers may be picked up between 4:00pm-5:30pm. If you need to pick up your camper prior to 4:00pm, you must arrange with the camp leadership team at drop off. If you arrive to pick up your camper before 4:00pm without notice, be prepared to wait, as they will likely be involved in an activity away from the building.

DAY CAMP LOCATION

In order to accommodate our large volume of children, Summer Day camp is held off-site, and not at the Children's Center. We coordinate on a location with the local school district every year, and final decisions on the location are typically disclosed by May. Please be on the lookout for location updates. Previous locations included Dewey Elementary and King Arts School.

CAMP CELL PHONE POLICY

Please keep in mind, we do not have a "front desk" to monitor the phone. If we do not pick up, we are likely; setting up meals/activities, working with campers/staff, playing a game or activity, cleaning/sanitizing, managing other camp responsibilities. Here are a few helpful reminders when trying to contact us at camp:

- ☐ We will only respond M-F from 9:30am-4pm. We have limited ability to respond during pick-up and drop-off.
- ☐ Plan to leave a voicemail and we will get back to you as soon as we can.
- ☐ For emergencies, please call the CC at (847) 475-8580 and they will call our personal cell phones.
- ☐ If you are running late to drop off, please call or text the cell phone as soon as possible. If you arrive past 9:30am, be prepared to wait as we are busy transitioning to the next activity.
- ☐ If you are running late to pick up, please call or text the cell phone as soon as possible.
- ☐ If you need to speak with us about an issue or concern, please reach out via text or email and we will plan a time to speak with you. Drop-off and pick-up is not a good time to have lengthy conversations. Please email Andrea and she will respond as soon as possible.
- ☐ For absences, please contact the Children's Center.

McGaw Y Children's Center

If you need to contact camp in an emergency, contact the McGaw YMCA Children's Center at (847) 475-8580. The front desk staff will contact a member of the leadership team directly.

Email

You may email a member of the camp leadership team at any time. We will respond to your email as soon as we are able. We do not reply to emails after 6pm or on the weekends.

CAMPER GROUPS

Camp staff works very hard to group campers in the best way possible. We start by dividing campers into groups (classrooms) by age. When we reach capacity for that classroom, we will look at camper's birthdays. There will be some groups with mixed ages.

If you have a request for your child to be with a specific camper, you must let us know during the time of camp registration. Keep in mind it is only a request. We do our best accommodate all requests, but in some cases, it is not possible. We agree it is valuable for campers to see a familiar face. Thankfully, we provide many opportunities throughout the camp day for children to interact with campers of other groups. We believe a benefit of the camp experience is meeting new friends!

RATIO

We operate at a ratio of 2:20, counselor to campers.

BATHROOM PROCEDURES

No camper is ever alone and no camper is ever alone with a single staff member. All campers will take trips to the bathroom with the entire camp and/or groups of campers escorted by camp staff. Campers will only use bathrooms inspected for safety. Campers will be sent into the restroom by the number of stalls present – 3 stalls, 3 campers.

On field trips, camp staff will inspect restroom stalls prior to campers entering. Camp staff will remain in the doorway of the restroom to monitor the safety of campers at all times.

PARENT PARTICIPATION

**Due to COVID-19 restrictions, we are limiting parent participation in Day Camp.*

We encourage you to share your talents, hobbies, and/or profession with your child's camp group. If this is something you are interested in doing, please contact the Manager or Director or School Age programs to discuss your options.

Visitors must remain with the camp group during their visit. They are required to stay in sight of camp staff at all times. Visitors are not permitted to be alone with a single camper, or group of campers at any time – even if you have a previous or current relationship with the child(ren) outside of the camp setting.

VOLUNTEERING AT CAMP

**Due to COVID-19 restrictions, we are limiting volunteers at camp.*

Volunteers are encouraged at the YMCA. Volunteers must be 16 years of age, or older. Those wishing to volunteer (including parents) must fill out a volunteer application and a background check form. All paperwork must pass both YMCA and DCFS standards before volunteer participation in an activity can begin.

SUMMER SCHOOL

If your child is participating in summer school through District 65, you must let us know at the time of registration. The only way we know to expect your camper late is if you tell us.

You will need to contact the D65 transportation department to inform them your child is to be dropped off at YMCA Day Camp location. Be sure your child knows where to get off the bus for YMCA Day Camp.

We do NOT offer discounted rates for children attending half day due to summer school.

CHILD ABUSE AND NEGLECT

The McGaw YMCA takes allegations of abuse and neglect very seriously. Staff are trained each year on Child Abuse and Neglect Prevention. The YMCA reports all suspected child abuse and neglect. Reports are made to the Child Abuse hotline: 1-800-25-ABUSE.

BABYSITTING POLICY

YMCA employees are not allowed to babysit or transport campers anytime outside of the program. Violation of this policy is grounds for the employee's immediate dismissal.

DAY CAMP REGISTRATION AND ENROLLMENT

REGISTRATION PROCEDURES

Each camper is required to have a completed camp registration form with a signed YMCA waiver. Full payment for each registered week is due prior to the start of camp. Registration applications can be picked up at the Children's Center or you can apply online through the McGaw website.

If we cannot guarantee a space upon registration, your child will be placed on a waitlist for that week. We will not require any deposits or payment until a space is offered. We register all campers on a first come, first serve basis as long as all required registration paperwork is completed.

ENROLLMENT PAPERWORK

Once you have paid the camp deposit and are offered a space, registration is not complete until you have filled out all required forms in the Summer Day Camp Enrollment Packet, which you can access on our website or request at the front desk at the Children's Center. Completed enrollment packets are due by April 30th or upon enrollment if registering after this date.

DEPOSITS

Deposits are non-transferable and non-refundable. Summer Day Camp requires a \$25 deposit per week, per child. Camp fills up quickly and a deposit is required to reserve a space on a first come, first serve basis.

If you are currently utilizing the Child Care Assistance Program (CCAP) and can provide a previous approval letter with your application, a \$5 deposit per child, per week is required. If your co-pay is less than \$5, and you will not be returning to the Children's Center for the following school year, we will refund your deposits once your child has completed their camp experience and met the 85% attendance requirement.

If you are applying for a camp scholarship through the McGaw YMCA, a \$12.50 deposit per child, per week is required. Your scholarship application + proof of income must be turned in at the time of registration in order to qualify for the reduced \$12.50 deposit rate per week.

YMCA CAMP SCHOLARSHIPS

The YMCA offers financial assistance to those who qualify based on our sliding scale. Scholarship applications can be obtained at the Children's Center front desk or online and they should be turned in along with your most recent 1040 tax form at the time of camp registration. All returning campers are required to fill out a new application each summer.

Your child must be a McGaw YMCA member for the duration of camp to receive the YMCA scholarship.

Scholarship funds are limited, and you may be placed on a camp scholarship waitlist once all award money is allocated.

Once you have turned in your scholarship application and proof of income, you will receive a separate notification about your scholarship award. If you decide the scholarship award is not sufficient to meet your needs, we will refund your deposit. You must notify us by the due dates specified in your scholarship award letter to be eligible for a refund of your deposit.

WAITING LISTS

In the event that a camp fills prior to your registration, you may place your child on our waiting list. You will be contacted if a spot becomes available 3-5 days prior to the session start date. After camp has started in June, we do accept new applications for upcoming weeks pending space availability.

Registration for each week of camp officially closes the week before the next camp week begins.

AGE EXCEPTIONS

Campers must be the age indicated in the camp brochure by the camper's start date. Due to our licensing requirements, there will be no age exceptions.

ABSENCES & CANCELLATIONS

Please contact the McGaw YMCA Day Camp staff at (847) 475-8580 if your child will be late or absent. Parents who pay in full before the week begins, but do not attend camp on Monday and fail to notify the YMCA of an absence, may be cancelled for that week. We do not prorate

camp tuition for any reason, and camp is non-refundable.

If you wish to withdraw or add a week of camp, you must fill out the Summer Day Camp Transfer form as official confirmation/notice. These forms can be requested from the Registration Manager via email or at the Children's Center front desk. Full payment will be required for any camp weeks added.

Camp deposits are non-refundable and non-transferable. Classes missed due to weather, holidays, choice of parent/guardian, disruptive behavior, or COVID closures and quarantines required by IDPH may not be made up, credited, or refunded.

WAYS TO PAY

TUITION PAYMENTS AND DUE DATES

Full payment for each session is due on the dates listed below. After the due date, camp fees are not refundable. Please be aware that due to the high demand for summer camp enrollment, non-payment may result in cancellation of your child's registration.

Weeks 1 and 2	April 1, 2022
Weeks 3 and 4	April 15, 2022
Weeks 5 and 6	May 1, 2022
Weeks 7 and 8	May 15, 2022
Week 9	June 1, 2022

Please note if you have signed up for an automatic draft from your checking account or credit card, your payments will be automatically deducted on the dates listed above.

FORMS OF PAYMENT

We accept Credit/Debit cards, checks, cash, or money orders payable to the McGaw YMCA Children's Center. You may also pay online or over the phone by calling our front desk at 847- 475-8580.

REGISTRATION SCHEDULE AND FEES

McGaw YMCA Members signing up for multiple weeks of camp can receive a discounted rate. Camp registrations after May 15th incur a late registration fee. To receive the camp "YMCA Member Rate" or to be eligible for any multi-week discounts, your child must be a current YMCA member or purchase a membership on the date of registration. Please contact the Children's Center for membership rates and fees.

OUR DAILY ADVENTURES

It is important to us that your child has a wonderful "first", second"...or "fifth" camp experience. Therefore, our goal is to create an atmosphere of trust and friendship so that each camper will feel happy and confident at camp. Campers' activities include but are not limited to: character development, variety activities, team building, arts & crafts, field trips, sports, STEAM projects, and more.

A TYPICAL DAY AT CAMP

The activities can be camp wide activities, personally selected activities, and unit activities. Each camp will offer a different set of activity choices designed to optimize the child's camp experience.

We take special care of our campers. The program is progressively structured to challenge children according to their age. Campers will be accompanied by their counselors throughout the entire camp day.

Weekly Themes: We strive to create an outstanding experience for your camper, so we ask that they participate in weekly themes. Each week, you will receive a newsletter outlining more details for the week and we ask that you encourage your camper to participate by helping them with specific camp initiatives prior to arrival.

Wacky Wednesday: This is a special day to dress silly according to the week's theme. Examples for Wacky Wednesday themes are pajama day, hat day, mismatch day, etc. No need to purchase anything, just go in your closet and put your imagination to use.

MEALS

We partner with the City of Evanston to provide breakfast and lunch each day. Breakfasts and lunches are prepared at Evanston Township High school then delivered to the camp site. A menu of breakfast and lunch meals will be provided to you prior to the start of camp.

Due to COVID-19 restrictions, campers will eat all meals/snacks in their classroom. In addition, campers will not have access to drinking fountains, but we welcome to bring their own water bottle to re-fill. Water bottles will be provided to those who do not bring their own.

Your child is welcome to bring breakfast, lunch and/or snack from home instead of eating the provided food. We ask that lunches from home:

- ☐ Nutritious, balanced meals for your camper and include a healthy drink. Please do not send junk food.
- ☐ Do not require refrigeration or heating. Camp does not have refrigeration or microwaves for lunches. Please do not send milk or mayonnaise-based products.
- ☐ Include hydrating drinks, such as water, instead of carbonated drinks. Please do not send your child with soda.
- ☐ Do not contain nuts of any kind.

SNACK

Snacks are provided by the McGaw YMCA Children's Center. You will receive a menu for snack. Snacks generally consist of 2 components for example: chips and salsa, cheese and crackers, apple and soy nut butter.

SEVERE WEATHER

Day Camp has an emergency plan for all possible situations. In the event of a weather, or other emergency, the School Age Program Director will send an email to all parents with updates, as well as, be in continuous communication with the McGaw YMCA Children's Center in order to help parents receive information. We ask that parents wait to be notified before trying to call camps, as the staff need to focus on the safety of the children and any emergency.

If water or electricity remains off at our camp location for more than 1 hour, we will contact

parents to pick up their campers as soon as possible.

During heat advisory days we will take extra precautions to keep children in shaded areas and well hydrated. When possible, indoor spaces will be utilized. Activities will be modified to give campers plenty of rest time in extreme heat. We use the DCFS *Weather Guidelines for Children* to advise us on how to proceed with outdoor activities.

In the event of severe weather such as thunderstorms or tornado warnings, we will take immediate cover. The Camp Director will stay alert for weather advisories issued over the radio. We will not operate vehicles during severe weather conditions.

Counselors are trained to handle emergency situations. It is imperative to keep emergency contact information current so we can reach you in an emergency.

PLAYGROUNDS

When operating at a school campus or other non-YMCA owned and operated facilities, we do not maintain playgrounds and they may not meet the requirements of State Licensing. Our staff are trained to monitor and check the safety of grounds and equipment daily. We work closely with school and building administrators to ensure playgrounds meet all requirements of the YMCA as well as any standards of the organizations or schools that own and maintain them.

SWIMMING

We are working on a plan to reintroduce swimming to Day Camp for the upcoming summer. We will keep you posted as soon as there is more information.

WHAT TO BRING TO CAMP

**Due to COVID-19 restrictions, we asking that campers limit personal belongings at camp. It is important to minimize the number personal belongings going between home and camp for the safety of all campers and staff.*

BACKPACK

We recommend campers bring a small backpack to hold all their items. A small cinch-style backpack is ideal. Campers will be assigned a basket to keep their backpack and any projects they create at camp. Any items left at camp at the end of the summer will be donated to a local charity.

FACE MASK

Campers are required to wear face coverings at all times while indoors and outdoors. Please send your camper with a face mask each day. Label your camper's face mask with their first/last name. We will provide face masks to those who need one. We will not be responsible for lost masks at camp.

CLOTHING

Please dress your child appropriately. You should take into consideration the weather forecast and the camp activities. Campers must wear play clothes and sneakers as your camper will be participating in outdoor activities. For safety reasons, open toe shoes and sandals are not permitted at camp. A full change of clothing is recommended, as campers sometimes get messy

or wet during camp activities. Please clearly label ALL items with your camper's first and last name.

CAMP SHIRT

Campers will receive a Day Camp 2022 t-shirt. Campers are required to wear their Day Camp t-shirt on field trip days. This is a safety measure. Campers who do not wear their Day Camp shirt on field trip days will be required to purchase a replacement shirt for \$10.

SUNSCREEN

We make it a priority to help keep your child safe from the sun. The American Academy of Dermatology (AAD) recommends that all kids — regardless of their skin tone — wear sunscreen with an SPF of 30 or higher. It is good practice for parents to apply sunscreen prior to arriving at camp. Campers spend a large amount of time in outdoor activities. We have found that 8-hour sunscreen will last all day before arriving at camp. Parents should also send campers with spray sunscreen (labeled with the camper's first and last name) to keep with them throughout the day. Staff are able to help campers apply spray sunscreen only. Camp staff will provide sunscreen for campers who need it.

LOST AND FOUND

We will make every effort to return lost and found items while your child is at camp. Please mark all items with your child's first and last name with a permanent marker or laundry label for easy identification. If you discover something is missing, please notify camp staff immediately. Items left will be donated to the local charity. The more time passes, the less likely it can be found. The YMCA is not responsible for lost, stolen, or damaged clothing or equipment.

LEAVE IT AT HOME

The Y is not responsible for any valuables. Please make sure your child leaves headphones, toys, money, cell phones, trading cards, video games, candy and gaming systems at home. If a child is sent to the Y with these items, they MUST remain in the child's backpack during program hours. Campers will not be allowed to use any of these items, and if they do, they will be confiscated and returned to the parent at sign-out. At the Y, we make sure our programs are packed with activities and these personal items can be a distraction. The Y is not responsible for any lost or stolen personal items.

WE KEEP THE PEACE – CAMPER CODE OF CONDUCT

The Y expects all participants to demonstrate the four YMCA character values of Caring, Honesty, Respect and Responsibility. School Age programs have established rules, consequences, and a zero tolerance policy on specific behaviors.

YMCA Day Camp Rules

- ☐ Keep hands, feet, body and objects to yourself
- ☐ Show respect to staff, others, and self
- ☐ Speak for yourself, not others
- ☐ Do not willfully destroy YMCA or school property
- ☐ Do not go anywhere without a YMCA staff person
- ☐ Always clean up after activities

Y staff will counsel campers who fail to exhibit character value traits. YMCA employees use

positive discipline approaches to modify behavior including redirection, time out, on-on-one counseling, and think sheets (a written narrative of the incident written by the child that encourages reflection on alternatives the child had available).

Y staff respect children and do not participate in any forms of physical or corporal punishment, including spanking, hitting, using exercise as a punishment, withholding food/water, etc.

Participating campers and parents are required to read and sign the Y code of conduct. Should discipline problems arise that require parent involvement, the Y will follow the steps below:

YMCA Day Camp Behavior Consequences

- ☐ Verbal warning
- ☐ Re-direction to another activity
- ☐ Complete a time out reflection – Parent will be notified at pick up in writing
- ☐ Parent will be contacted at the time of the offense, and will be required to pick up immediately – No refund given
- ☐ In person parent conference and behavior contract created
- ☐ Suspension for 1-3 days – No refund given
- ☐ Removal from program – No refund given

Consequences can be modified or done out of order depending on the camper's behavior, and will be at the discretion of the Camp Director and/or School Age Program Director. We want all of our campers to enjoy their experiences at the Y. We also want all of our children to be physically, emotionally, and mentally safe when in our programs. Campers who interfere with the mental, emotional, and physical safety of others might not find this program a good fit, and will be asked to leave. If your child is removed from the program due to behavior, no refunds will be issued.

Zero Tolerance

- ☐ Inflicting physical harm on another individual
- ☐ Verbal threats that may cause physical or mental harm to another individual. This includes threats made through text or other social media sites.
- ☐ Verbal threats that may destroy property. This includes threats made through text or other social media sites.
- ☐ Possession of a weapon, controlled substance or alcohol
- ☐ Use of foul language
- ☐ Inappropriate touching of another individual
- ☐ Camper does not stay within the boundaries of the camp (runs away from staff)
- ☐ Endangering the health/safety of other campers or staff.

The YMCA Camp team reserves the right to suspend or expel a child immediately for violation of the Zero Tolerance guidelines without refund.

PARENT/GUARDIAN CODE OF CONDUCT

The following guidelines exist to meet the standards, policies, and procedures for childcare centers and the McGaw YMCA. All YMCA staff and volunteers are knowledgeable of these standards, policies and procedures.

- ☐ Parents/Guardians must communicate regularly with the Day Camp Director and

Coordinators.

- ☐ Parents/Guardians must provide detailed information to the Program Director if custody situations arise.
- ☐ People whose behavior and/or health status pose an immediate threat or danger to the health and safety of the camper must not be present when campers are signed in.
 - Do not confront any camper or staff in a threatening manner
 - Do not confront other parents/guardians
 - Using profanity in the presence of a child is prohibited and against the law.
 - Report concerns to the Day Camp Director.
 - In the event of threatening behavior towards a YMCA staff member, child, or another parent/guardian, 911 will be called.
- ☐ Consumption and/or possession of alcohol or a controlled substance in any form are strictly prohibited by the YMCA.
- ☐ Children will not be released to parents, guardians, or other authorized adults if the YMCA staff feel as though the individual is consuming, under the influence of or impaired by alcohol or a controlled substance.
- ☐ Parents/Guardians must not smoke, use tobacco or marijuana (Cannabis) products at the YMCA/Program Site, indoors or on the premises, on the playground, or in transportation vehicles or during field trips.

In regards to the "Parent/Guardian Code of Conduct" listed above, any parent misbehavior will result in the Day Camp Director's decision ranging from a verbal warning to the maximum penalty being parent's removal from the building or the camper's removal from our program.

PARENT/CAREGIVER RESPONSIBILITIES

- ☐ Parents/Caregivers must follow all established policies and procedures outlined in the YMCA Day Camp Handbook including the pick-up policy, payment policy, late pick-up policy, cancellation policy, etc.
- ☐ Parents/Caregivers are responsible for reading all emails, newsletters, flyers, etc. sent home regarding the Day Camp program as well as regularly reviewing the Y website, Facebook page, and materials available at your child's Day Camp location to keep well informed about the program.
- ☐ Parents should read and review the Camper Code of Conduct with their children regularly.

OUR STAFF

YMCA Staff Code of Conduct

- ☐ Staff will use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison and criticism.
- ☐ Staff will have age appropriate conversations and set up guidelines and environments that minimize the need for discipline.
- ☐ Staff will not use their hands for discipline, unless it is necessary to protect a camper from immediate harm.
- ☐ Staff will treat each child with dignity and respect.
- ☐ Staff will review program expectations, rules and procedures to participants daily.
- ☐ Staff will establish an atmosphere of appropriate behavior.
- ☐ Staff will communicate any behavioral and/or social issues involving campers to their parents and the Camp Director in a timely manner.

- ☐ Staff will deliver program components appropriately, demonstrating the YMCA's Core Values and the mission of the McGaw YMCA.
- ☐ Staff will deliver program information updates and reminders regularly via weekly newsletter, email, social media, flyers, etc.
- ☐ Staff will respect the privacy of program participants and adhere to established confidentiality policies.
- ☐ Staff will hold the physical and emotional safety of campers as their top priority at all times.

All camp staff are required to attend 40 hours of training prior to the first day of Day Camp. Our comprehensive training and development program includes behavior management, conflict resolution, planning and facilitating age-appropriate activities, and risk management.

In addition to learning all the policies and procedures of the McGaw YMCA Day Camp program, they receive training on child safety and emergency procedures. Each counselor is a DCFS Mandated Reporter and is certified in American Red Cross CPR/First Aid and AED. They also explore techniques of how to better interact with children, build others' self-esteem and confidence, and become experts in songs, games, skits, and arts & crafts projects.

STAY INFORMED

It is our priority to make sure parents are informed of what is going on in our programs. The Y will make every effort to communicate with you about activities, special events and especially about your child. We communicate through weekly newsletter, social media, signs posted at the sign in/out table, phone calls, in person and email.

It is required that parents provide email addresses so you can receive important updates. If there is ever a time you want to know more, please contact the McGaw YMCA Children's Center and speak with our School Age programs Director or member of our team.

FIELD TRIPS

SAFETY INFORMATION

Field trips will take place once per week. The current year's Camper T-Shirt is required on all field trips. Campers will also be provided with a safety bracelet that will have the YMCA name, address, and telephone number. More information, including a full schedule of trips, will be provided later this spring.

MONEY ON FIELD TRIPS

Do not send your camper with money at any time. We will cover all costs of the field trip. The YMCA is not responsible for lost or stolen money.

PICK-UP/DROP-OFF AT FIELD TRIP SITES

Parents/caregivers are not permitted to pick-up or drop-off campers at offsite field trips. If for some reason, your child needs to arrive late, or leave early on a field trip day, you will need to keep them home or make other arrangements for childcare.

BUS/Y VAN CODE OF CONDUCT

- ☐ The Camper Behavior Code of Conduct applies while riding the bus
- ☐ Eating and drinking are not permitted on the bus

- ☐ Riders must remain seated and wear seat belts at all times.
- ☐ Riders hands, arms, etc. may not extend outside the bus at any time
- ☐ Riders must not tamper with the bus emergency door
- ☐ Riders must obey the driver
- ☐ The driver is in charge of the bus and has the right to administer disciplinary actions including assigned seats to maintain order and promote safety.
- ☐ Riders may not throw objects on the bus, shout, or display any other behavior that may distract the driver and compromise the safety of those on the bus.

PICK-UP AND DROP-OFF

- ☐ **Camp drop-off starts at 8:00am and ends at 9:30am. All campers must arrive by 9:30am, no exceptions.**
- ☐ **Camp pick-up starts at 4:00pm and ends at 5:30pm. All campers must be picked up by 5:30pm, no exceptions.**

Drop-off/Pick-up will be done from your car. We ask that you remain in your car at all times for the health and safety of staff and campers.

For drop off:

- ☐ You will pull into the bus lane in front of the school site.
- ☐ A staff person will greet you at your car to sign in your camper(s).
- ☐ Parents/caregivers must wear a mask at all times.
- ☐ You will answer the health screening questions for your child
- ☐ Another staff will take your camper's temperature and helps them exit the car safely.
- ☐ Staff will offer you hand sanitizer before and after you sign in/out your child.

For pick-up:

- ☐ A staff person will greet you at your car to sign your camper(s) out.
- ☐ Another staff will radio the classroom to send your camper out.

Campers will be escorted by a staff member at all times. *Due to COVID-19 restrictions, we are not allowing any visitors, including parents, into the building.*

If you do not drive, we will have a **walk-up station for drop-off in front of Door 3**. Please only use the walk-up station if you are unable to drive.

Sign-In and Out

All campers must be physically signed in and out each day by an approved adult guardian on the pick-up list. Campers cannot be signed in by anyone under 18.

Drop Off

Day Camp arrival is between the hours of 8:00am and 9:30am. Unfortunately, we do not have the staff to accommodate early arrivals or late stays. We begin organized activities at 9:30am, so please have your child at camp by 9:30am.

Health Screening

Campers will complete a health screening upon arrival and at lunch. Staff will take your camper's temperature and ask them a series of health screening questions:

Is your child experiencing a:

- ☐ New cough?
- ☐ New shortness of breath?
- ☐ Sore throat?
- ☐ Vomiting or diarrhea?
- ☐ Chills and/or repeated shaking?
- ☐ Muscle pain?
- ☐ Headache?
- ☐ New loss of taste or smell?

If your camper has a temperature of 100.4 degrees or higher, or answers "yes" to any of the screening questions, he/she will not be allowed to stay at camp.

Pick Up

Pick up time is from 4:00pm to 5:30pm. The McGaw YMCA recognizes the need to provide a safe and secure site for all children in our Day Camp programs. As a result, the Y will only release a child to an adult who is listed on the "Authorized Pick Up list" provided on the registration form. The Y staff will adhere to the rules below to protect children in their care.

Adults picking up children must initial the program sign-out sheet each day upon pick up and will be asked by a Y staff member to show a picture ID.

Changes to the pick-up list: Any changes to the pick-up list must be submitted in writing to the Y by the primary responsible party. Any court orders declaring changes in custody should also be provided to the McGaw Y registration team or School Age Program Director for our records. Do not give court orders to your camper's counselor. The primary responsible party is the only person who can amend the authorized pick-up list.

Steps for clarifying custody issues: If an adult who is not on the authorized pick-up list comes to pick up a child, the child will not be released to the adult. This applies to any adult not on the list, including a biological parent. Y staff will contact the primary responsible party who must clarify the situation as outlined above. This person can authorize the adult to pick up over the phone however, it is ideal if the primary responsible party complies by providing a signed notice. If the responsible party is not available to authorize the adult to pick up, the camper will be held until we can contact them. If then the YMCA staff must: 1) Contact and involve a McGaw Y School Age Program Director immediately and/or 2) Contact local law enforcement or social services if necessary.

Custody Issues

In cases of separated and divorced parents, where visitation rights are denied to one parents, we cannot deny releasing the child to such parent unless a court decree or separation document is in our file expressly forbidding a parent from picking up the child from our program, or from picking up at time not allowed by the court decree. If an individual is specifically not allowed to pick up your child, please list them under the "Not Authorized" section on the Day Camp registration form.

Late Pick-up/Failure to Pick Up

Staff are scheduled until 5:30pm. However, staff will not leave a camper unattended. A late fee of \$1 per minute per child will be applied for late pick-up. Chronic late pick-up may be

grounds for extra fees and/or dismissal from the program. In the event that you fail to pick up your child, the following will happen:

- ☐ All phone numbers we have on file for your child will be called.
- ☐ If no contact can be made at those numbers, we will continually calling until someone is reached. Your child will never be left alone at the program site.
- ☐ We will notify the School Age Program Director and call the Branch Executive to determine the appropriate next steps, which may include calling the police and/or social services.

Impairment

Your child's safety is our priority. At times we are called to make judgements concerning a camper's safety. If a YMCA staff member suspects that a parent, guardian, or other adult authorized to pick up the child is in an incapacitated condition (drugs, alcohol, etc.) and present a risk to the camper when he or she arrives to pick-up the child, the YMCA will keep the child at the program facility until alternative transportation can be arranged. The YMCA will first try to contact another family member, then one of the emergency contacts listed on the child's registration form. The YMCA reserves the right to involve appropriate authorities if necessary to protect the child and the YMCA.

ACCIDENTS AND EMERGENCIES

We will take all precautions to keep your child safe at camp. In the event that a minor injury occurs, First Aid will be administered at the camp location by the camp staff. The following procedures will be followed:

- ☐ First Aid will be provided and the incident recorded on an incident report.
- ☐ The child will periodically be observed after First Aid has been applied.
- ☐ We will provide you with a copy of the incident report at sign-out.

In the event of a medical emergency, the staff as per your orders on the camp registration form and policies and waivers will take immediate action. Please be sure to keep emergency forms updated at all times.

In general, in the event that a major injury or health problem arises and professional medical care is required, the following steps will be taken:

- ☐ 911 will be called.
- ☐ Immediate First Aid will be administered by the camp staff person until professional services arrive.
- ☐ You will be contacted. If you cannot be reached, the emergency contact person will be notified.
- ☐ As staff person will accompany your camper to the hospital and remain until you or your emergency contact person arrives.
- ☐ The incident will be documented in writing on the YMCA accident report form.

Please notify us immediately when there is a new work, cell, or home phone number or if you have a new address. If your child is sick or injured, we must be able to notify you immediately.

HEALTH AND WELLNESS

It is our sincere desire to provide quality care for your camper while they are participants at Camp. If a child becomes ill during the program and is unable to participate in activities, we will contact the parent/guardian. Any child running a temperature over 100 degrees, has vomited or has diarrhea, will be required to go home.

Please be advised that staff will not exclude your camper from activities unless one or more of the following exists:

- ☐ The illness prevents the camper from participating comfortably in camp activities
- ☐ The illness results in greater care needed than the counselor can provide without compromising the health and safety of the other campers.
- ☐ The camper has any of the following conditions:
 - Fever
 - Cough
 - Shortness of Breath
 - Sore throat
 - Vomiting or diarrhea
 - Chills/repeated shaking
 - Muscle Pain
 - Headache
 - Loss of Taste or Smell
 - Conjunctivitis (Pink Eye)
 - Head lice
 - Signs of Possible Severe Illness: Examples include lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing or other unusual signs – until medical evaluation allows inclusion.
 - Signs of communicable illness (rash, lice, etc.)

If your camper has any of the conditions/symptoms listed above, or is removed from camp because of an above listed condition, you will be contacted by the Camp Director for appropriate next steps and criteria for returning.

Medication

The YMCA Day Camp prefers that all medications be administered at home before the camp day. All prescription medication must be in the original container that identifies your child's name, the prescribing physician, the name of the medication, the dosage, and the frequency of administration. Medication cannot be expired.

Over the counter medication can be administered at camp. It must be in the original container and not expired. We will follow the instructions provided on the bottle, unless a doctor's note is included indicating different instructions.

All prescription and over the counter medication will be stored in the camp office. Refrigeration will be provided for medication if necessary. **DO NOT PACK MEDICATION IN BACKPACK OR LUNCH BAG.** Medication must be given directly to leadership staff at drop-off along with the "Medicine Administration" form.

Emergency Medication

If your child requires emergency medication, you must complete an "Allergy Action Plan" form at the time of registration. Bring the medication to camp on your child's first day, and give it directly to a member of the leadership team. Do not give emergency medication to your child's counselor, or keep it in your child's locker or backpack. All medication must have your child's name, include the dosage and instructions for administration. Emergency medication will be kept with your child's camper group, in a red emergency backpack at all times.

All camp staff are trained in First Aid/CPR and AED including the administration of emergency medication such as epi pen and asthma inhaler. If your camper requires emergency medication other than these listed, we may ask you to train us in the administration of the medication.

Special Emotional/Physical Needs and IEPs

Campers with IEP (Individualized Education Program) should be called to the attention of the School Age Program Director by emailing the IEP and any other information unique to the camper at least two weeks prior to arrival. The School Age Program Director will review the IEP, and get back to you within 48 hours. We will make every reasonable accommodation possible to serve children of all abilities.

Child Safety

Please review the following regarding the YMCA's policy:

- ☐ YMCA Staff and volunteers are not allowed to transport children at any time outside of YMCA programs.
- ☐ Parents may not leave children at the YMCA or program site unsupervised.
- ☐ The YMCA is a federally mandated reporter of any suspected cases of child abuse or neglect.
- ☐ YMCA staff is not allowed to babysit any campers involved in any YMCA programming.
- ☐ Any traumatic experience from home that might reflect camper behavior should be reported to the Camp Director.

COVID HEALTH AND SAFETY POLICIES

For a full list of the Children's Center policies, please [visit our website](#).

CHILD HEALTH

- ☐ Students will be required to wear a face covering at all times. Students will not wear face coverings during meal times.
- ☐ Face coverings will be provided for students and staff. Students are welcome to bring their own face covering, however just like any personal item, we will not be responsible if it is lost.
- ☐ Students will be kept in the same group with the same staff every day including meals, snacks, and play periods. Classes will consist of 15 or fewer students. There will be no mixing of classes/groups at any time during the day.
- ☐ There will be no changing child groups from week to week throughout the duration of

the program.

- ☐ Students will remain 3-6 feet apart during all activities. Groups will remain 30 feet apart during outdoor activities.
- ☐ Students will be reminded to wash their hands regularly throughout the day.
- ☐ Students will undergo a health screening upon arrival and at lunch.
- ☐ Students will not be allowed to bring any personal items, with the exception of meals/snacks.
- ☐ Students will be given their own box of supplies; pencils, markers, crayons, paper, etc.
- ☐ "No visitors" policy in the classrooms and on the camp premises. This includes; caregivers, District 65 staff and Y staff that are not directly related to the Summer Learning program.

CLEANING AND SANITIZING

- ☐ Cleaning sprays and wipes will be provided to staff in order to clean and disinfect frequently touched objects.
- ☐ High touch surfaces will be cleaned after each use/once per hour.
- ☐ Frequently used items and shared spaces will be cleaned using disinfectant wipes or sprays every 2 hours.
- ☐ Frequently used items will be disinfected by staff upon entering the classroom and before leaving for the day, with cleaning products

ILLNESS POLICY

We ask that you please keep your child home if they are feeling sick.

Children should not attend our programs if they are experiencing any of the following COVID-19 related symptoms: fever (100.4 or higher) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.

We strongly recommend consulting with a doctor if your child is displaying any sickness symptoms.

Your child may return to school after all of the following criteria are met:

- Provide proof of a negative COVID-19 test result. Your child must be tested within 48 hours of symptom onset. Home test kits are not allowed. Testing is required regardless of vaccination status.
- Symptoms have improved or resolved.
- No fever for at least 24 hours without the use of fever-reducing medication.
- No diarrhea or vomiting for at least 48 hours without the use of medication.

If your child does NOT get tested for COVID-19 within 48 hours, they may return to school after all of the following criteria are met:

- 10 days have passed from when symptoms began.
- Symptoms have improved or resolved.
- No fever for at least 24 hours without the use of fever-reducing medication.

- No diarrhea or vomiting for at least 48 hours without the use of medication.
- Siblings must also stay home during the 10-day time period.

Siblings: When a child is sick and has a sibling that attends our programs, the sibling must stay home until the sick child has tested negative for COVID-19. The sibling does not have to stay home until the sick child gets well, as long as the sibling is asymptomatic, and the sick child has a negative COVID-19 test result. If the sick child receives a positive COVID-19 test result, the sibling must quarantine, but if the sick child has a negative COVID-19 test result, the sibling can return to care as soon as we receive confirmation that the illness in the family is not related to COVID-19.

TRAVEL POLICY

Stay home if you've recently traveled to a hot spot. We are asking everyone to comply with all CDC, local and McGaw travel guidelines.

For everyone: if you travel domestically to any state with 20+ cases per 100K as listed in the COVID-19 Risk Levels Dashboard, or if you travel internationally or on a cruise ship, please inform us of your travel plans and follow the below guidelines based on your vaccination status.

If you are unvaccinated or partially vaccinated-

- **and traveling domestically by private vehicle, adhering to other CDC safety precautions (masking, etc.),** you can return to school after your travel if you have no symptoms, and if you provide proof of a negative COVID test after your return (home test kits are not allowed).
- **and traveling domestically by public transportation (plane, bus, train, etc.), please stay home for 7 days following your travel, and get tested for COVID 3-5 days after your travel.** You can return to school after 7 days if you provide proof of a negative COVID test, and if you have no symptoms. If you choose not to get tested, you must stay home for 10 days following your travel.
- **and traveling internationally or on a cruise ship, please stay home for 7 days following your travel, and get tested for COVID 3-5 days after your travel.** You can return to school after 7 days if you provide proof of a negative COVID test 3-5 days after your travel, and if you have no symptoms. If you choose not to get tested, you must stay home for 10 days following your travel.

If you are fully vaccinated-

- **and traveling domestically,** you can return to school after your travel if you have no symptoms. Continue to self-monitor for symptoms, and stay home if you develop any symptoms.
- **and traveling internationally or on a cruise ship,** you can return to school after your travel if you have no symptoms. You must provide proof of a negative COVID test 3-5 days after your travel (home test kits are not allowed). Quarantining after your travel is not required.

