

Lattof YMCA Summer Day Camp



PARENT HANDBOOK 2010

YDAY CAMPTM

We build strong kids, strong families, strong communities.

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Lattof YMCA
300 East Northwest Highway
Des Plaines, IL 60016
847-296-3376

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Dear Campers and Parents,

Welcome to the Lattof Day Camp Experience! We are delighted that you have chosen the YMCA to give you and your children a summer full of building friendships and making memories. The YMCA offers a community experience like no other: your children will make friends, be healthy and active, learn new skills and most of all, have fun. Meanwhile, you will meet other families and parents, making friends and staying active as well!

Our camp staff is made up of aspiring teachers, physical trainers, athletes, business owners, actors and inventors, all choosing to spend their summer with your fantastic children. They look forward to each summer, with great stories, memories and games to fill each day. Lattof YMCA has over 50% of its staff returning each summer because they LOVE camp! Only the very best are selected to be a coveted Lattof YMCA Day Camp Counselor.

The leadership staff is always available to answer your every need and respond to questions or comments. We strive to give you all the information you will need to know that your child is safe and happy during each day at camp. Please look through this parent handbook to find out about what we do at camp, what to bring, and what to expect out of your YMCA experience.

Get ready to enter a summer filled with fun, friends, action and most of all a lifetime of memories.

Have a great time!!

Sincerely,

Melanie Unterfranz
Day Camp Director



YMCA Day Camps – Character Development

Character Development is challenging people to accept and demonstrate positive values. The YMCA camp mission statement puts it best: The YMCA provides trained leadership and the resources of the natural surroundings to help each camper achieve his/her fullest potential in terms of mental development, physical well being, social growth, and spiritual awareness.

The mission comes to life through the emphasis of four character values: Caring, Honesty, Respect, and Responsibility. Challenging people to accept and demonstrate these values is the foundation for the development of the important character traits that will remain with a child his/her entire life. Challenging people to accept and demonstrate positive values is more effective than treating problems because it deals with the roots and not just the results.

If everyone exhibited caring, honesty, respect, and responsibility, what would this community look like? The country? The world?

That is what the YMCA is about. Make this a summer for your child to grow and develop strong roots and positive values. Talk at home about what they are learning. Talk in the car about their experiences. Talk about how your family can display these values to others.

YMCA Day Camps are important to a child's development because...

1. Campers grow personally. They are given the chance to experience new things and interact with other children their own age on a daily basis.
2. Campers learn new skills. Whether it's playing a new game, developing an existing skill, or developing their social skills, campers leave our camp having learned something they can remember for a lifetime.
3. Campers learn to appreciate diversity in each other. We live in a multi-cultural community and our camps reflect this. Campers learn each person is unique, and they can have fun and respect each other regardless of race, religion, gender, or social status.
4. Campers learn lifetime values. From the simplest of values and attitudes like sharing, sportsmanship, and giving respect to others, comes our basis for making more complex value decisions as we mature.
5. Campers have fun! Without fun, the above reasons for children to attend our camp become harder to accomplish. Games, stories, swimming, sports, and crafts are all done with the campers as the primary focus.

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YMCA Character Contract

The goal of our camp is to provide an atmosphere for children to develop a variety of satisfying skills and relationships, while enjoying healthy activities. Throughout the year we continue with our Character Development mission to develop Respect, Responsibility, Caring, and Honesty among our campers. As a family, please read and discuss the Character Contract together.

___ **Appropriate Conversation** – Children will not be allowed to discuss inappropriate topics or contribute to demeaning conversations about other children or staff.

___ **Appropriate Language** – Children must refrain from using obscene language or gestures for any reason.

___ **Respect** – When asked to do or not to do something, a child needs to follow directions first time given. This is for the safety of all children. Please speak to staff & other children with respect.

___ **Play** -- Children are asked not to engage in any horseplay with each other or with a teacher. No one will be allowed to hit, push, or display any type of aggressive behavior. We will use words to settle our differences. We keep our hands and feet to ourselves.

___ **Responsibility** – All children need to remain with their group and within eyesight of their teacher. This applies here on the YMCA grounds and on off-site fieldtrips. At all times we want campers to be safe.

___ **Caring** -- It is important to use and care for equipment, toys and games properly so that other children can enjoy them. We will care for the property of the YMCA, of other campers and of the YMCA staff.

What will happen when this contract is violated:

If an incident occurs where a child conducts himself/herself in such a manner which jeopardizes their safety, the safety of others, or is not in accordance with the mission of the YMCA, the following steps will be taken.

1. First Violation – a staff member will address and document the issue directly with the child. The child may be removed from an activity for the day such as swimming, free time, etc.... Parents will be contacted during the day or at the end of camp depending on the time of the incident. Parents must sign the character contract at the time of pick-up.

2. Second Violation – a staff member will address and document the issue directly with the child. The parent or guardian will receive a phone call and may be asked to pick up their child within the hour. The child may or may not be allowed to attend camp the next day that he/she is registered for. Parents must sign the character contract at the time of pick-up.

3. Third Violation – a staff member will address and document the issue directly with the child. Parents may be contacted immediately to pick up their child from camp. The child will be suspended for the day or week that he/she is registered for depending on the severity of the incident. Parents must sign the character contract at the time of pick-up.

4. Fourth Violation – Child will be dismissed from camp for the remainder of the program.

*We reserve the right at any time to dismiss your child from the program immediately if we deem unsafe placement due to environment, physical, emotional or other harm to themselves, other children, staff and members.

The following character contract guidelines have been read and discussed.

Child's Signature Date Parent/Legal Guardian Signature Date

YMCA Parent Handbook

I/We have read and understand and adhere to the policies and procedures set forth in the Parent Handbook.

Child's Signature Date Parent/Legal Guardian Signature Date

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DAY CAMP DAILY CHECKLIST

- Gym shoes (sandals are permitted on water park field trips only)
- Back pack for carrying camp gear
- Healthy lunch, 2 snacks (am/pm), refillable water bottle (no refrigeration available, no fast food allowed)
- Swim suit and towel (Children will swim every day except field trip days , unless there is a water park field trip)
- Sunscreen already on and extra in your backpack (sprays preferable)
 - Staff cannot apply sunscreen on children
- Play clothes, your children may get dirty
- Clothing for all weather (jacket/sweatshirt, rain gear)
- MUST HAVE DAY CAMP T-SHIRT ON FIELD TRIP DAYS (will be required to buy another if your child is not wearing one)

***Please mark your child's full name clearly on everything** – we are not responsible for lost or missing items

Keep at home: electronic games, electronic devices, cell phones, music players (iPods), sports equipment, toys, trading cards, money, or anything else with any monetary or sentimental value.

If these items are found at camp, parents can pick them up in the camp director's office at pick up.



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Lattof YMCA Day Camp Information From A - Z

We do our best to help each camper have an enjoyable experience. In order to do this, we need to know if there are any problems so we can correct the situation. Please do not wait until the end of the session; we would like to correct the situation as soon as possible. We rely on your input for having the highest quality program. Let us know what is good as well as what we can improve.

ABSENCES

If your camper will be absent, please leave a message for us NO LATER than 8:30AM. The YMCA voicemail system is **always** available. You can access our direct phone line any time by dialing 847-410-5294.

ACA RATIOS

We follow **ALL** ACA (American Camp Association) standards and requirements. Our staff-to-camper ratios are:

4 - 5 years - 1:6 6 - 8 years - 1:8 9 - 15 years - 1:10

ACCREDITATION

Our YMCA Day Camp is fully accredited by the American Camp Association. The ACA logo is your assurance that the Lattof YMCA Day Camp is operated and committed to the highest standards established for the camping industry. Accredited camps are willing to have their operations scrutinized and reviewed by Camping Professionals who know and value quality camping.

AGE GROUPS

Campers are assigned to groups according to their ages as of June 1, 2010. In the traditional day camps (Explorers, Voyagers, & Trailblazers), groups will be divided evenly by age and gender. This atmosphere encourages close camper / counselor interaction, provides an opportunity for each child to express herself / himself, be accepted by their peers and learn new skills.

Due to the number of campers attending camp each week, we **CANNOT** guarantee special requests to keep friends, siblings or relatives of different ages together. We also cannot guarantee your camper will be placed with a particular counselor.

BABYSITTING

Although our camp staff works well with children, our policy states that our staff (while they are employees of the YMCA) are not permitted to baby-sit for families involved in our YMCA programs.

BEHAVIOR

Please read over the Character Contract with your child (an extra copy is in this manual). The Lattof YMCA expects all children to behave according to the contract. In case of extreme misbehavior, your child will be dismissed from camp at the discretion of the camp director and unit leader.

BUS RULES

Campers are to follow the guidelines of the character contract while on the bus. Campers are to remain seated on the bus at all times. No food, drink or candy are allowed to be consumed while on the bus at any time.



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BULLYING

Bullying happens when a person or group of people want to have power over another/others and use their power to get their way, at the expense of someone else. Bullying is but is not limited to excluding, teasing, taunting, gossiping, hitting, kicking, or putting down another person with the intent to hurt them. Bullying can also happen through cyberspace; through the use of emails, text messaging, instant messaging, weblogs, personal Web sites and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion.

At the Lattof YMCA, bullying is inexcusable, and we have a firm policy against all types of bullying. Each camper is expected to treat all other campers with respect, and to help each other achieve the best possible experience. If a camper has difficulty meeting this expectation, parents may be called upon to assist. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great camp memories. Unfortunately, people who are bullied may not have the same potential to get the most out of their camp experience.

Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their staff and their campers so both staff and campers will be comfortable alerting us to any problems during their camp experience. We can't manage an incident if we don't know about it. Every person has the right to expect to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer at the Lattof YMCA.

CAMP COUNSELORS

Our camp staff truly values their position at the YMCA. Many of our staff work with us for several summers until they need to complete internships or graduate from college. All counselors are trained in CPR, First Aid, child abuse prevention, emergency procedures, water safety and how to conduct camp activities including songs and games that incorporate values and education. (See STAFFING). Most staff members are over 18 years of age, are studying education or recreation related fields, and all share a passion for working with children.

CAMP T-SHIRTS

Each camper will receive **ONE** day camp T-shirt that will be handed out on **FRIDAYS** at sign-in. Campers **MUST** wear these shirts on **ALL** field trips. Additional t-shirts (for campers and adults) are available for purchase at five dollars a piece. If your child is not wearing their T-shirt on field trip days, you will be responsible for purchasing an additional camp T-shirt.

CAMPER CONDUCT & DISCIPLINE PROCEDURES

The staff governs the behavior of each child and attempts to work through conflicts and problems as they occur. A camper who displays negative behavior can affect the rest of the camp's experience, so counselors are in constant contact with the camp director and unit leaders. Campers who are disruptive, unruly, display inappropriate behavior or require an undue amount of disciplinary attention will meet with the Camp Director to evaluate their behavior. Parents will be notified of any misconduct or discipline problems. **It will be the parent's responsibility to arrange transportation for the child if he/she is being sent home due to disciplinary actions.**



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CANCELLATION POLICY

If you decide to cancel, you must submit a notice in writing to the camp director 4 weeks prior to the week of cancellation. The refund amount will be minus the \$20/week deposit.

CELLULAR PHONES

Keep cellular phones at home. Campers are too busy with camp programs and activities. Please do not send cell phones to camp. If for any reason parents/guardians need to contact their camper during the session, they are asked to call the camp office and we will do our best to pass messages on to your child. If a child is found with a cell phone, it will be confiscated and only a parent can pick it up from the camp office.

CHARACTER CONTRACT

We hope that this contract better explains the expectations of everyone involved in the Lattof YMCA day camp. Please review this contract with your child before camp starts. If you have any questions or concerns regarding the contract, please feel free to call us. We follow the guidelines of the character contract for the safety and development of all children.

CHARACTER DEVELOPMENT

The YMCA has four core values that we strive to model and teach to our campers on a daily basis. They are caring, honesty, respect and responsibility. For more information on Character Development see page 4.

CLOTHING

Campers should wear simple, non-restrictive clothing that you do not mind getting dirty, muddy, wet, and possibly ruined. Shorts, jeans, sweatpants, t-shirts, and gym shoes are a good choice. Their clothes **will get dirty**. . . it's camp.

***To minimize the chance of misplaced clothing, PLEASE LABEL ALL CLOTHING PROPERLY. WE ARE NOT RESPONSIBLE FOR LOST OR MISSING ITEMS.**

PLEASE DO NOT BRING ANY OF THE FOLLOWING CLOTHING ITEMS TO CAMP:

1. Articles of clothing that are not in good taste, weather appropriate, or appropriate for promoting a healthy society such as:
 - T-shirts that are sexually suggestive or explicit.
 - Clothing that advertises alcohol or tobacco.
 - Clothing that contains symbols, which are drug, tobacco, alcohol, or gang related.
 - Clothing that does not appropriately cover the body causing distractions to others of the opposite sex (spaghetti strap tee's, halter tops, ripped shorts, etc.)
 - Inappropriate oversized clothing (pants or shorts worn below the waist line or clothes so large that a safety hazard is created.)
 - All swim wear must be in good taste. Only one-piece swimsuits allowed.
 - **Our rule of thumb is that if you can't wear it at school you can't wear it at camp. Campers wearing inappropriate clothing will be required to change.**
2. Expensive or name brand items that could be stolen or damaged due to normal camp activities.

****The Lattof YMCA is not responsible for loss or theft of articles. Campers are encouraged not to bring valuable items or expensive clothing to camp.**



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DRAFT

If you would like to have your camp payments drafted, contact the camp office at least 2 weeks before your first payment is due or before you would like your first draft taken out. If you do not make your first payments on time and then sign up for the draft after your payment is due, you are still responsible for any late fees that you have acquired. Proper draft forms must be filled out each year in the camp office. Camp draft forms can only be filled out by camp office staff. Camp drafts can only be through credit cards. You can start signing up for the camp draft as early as May 1st.

DROP OFF / PICK UP LOCATION

Drop off and pick up will be located in Kids Zone (back parking lot) on days with good weather, or the last row of the Lattof YMCA parking lot on days with inclement weather. This year we will again be doing a drive through drop off system. Parents will drive up to the designated area, where a staff person will be with the sign in book and parents will drop off their children. Please allow extra time the first few days of each week until all parents/guardians adjust to this system. All children **MUST** be dropped off by the drive through. If parents would like to walk their children to camp, they must first drop off with the drive through to sign their children in and then park. For the safety of yourself and your children, do not get out of your car while in the drive through line. Only children should get out of the care while parents are signing in. **At sign out, parents must park their cars in designated parking spaces and come to the table to show ID and wait for their children to be called.** Please park your cars in designated spaces for the safety of everyone involved.

A staff member will be available Monday – Friday, 7 am – 6 pm, to answer any questions and discuss any issues you may have concerning your camper(s). Use the drive through drop off first, park, and then contact a staff. Allow extra time if you need to speak with them or call ahead to schedule an appointment.

E-MAIL

If you find it easier to contact us via e-mail, please e-mail camp at LattofDayCamp@ymcachgo.org. To increase lines of communication, we will be offering newsletters, payment sheets via email. To be added to our list serve, please email us with your contact information.

ELECTRONIC DEVICES

Assorted electronic devices such as Palm Pilots, computers, Game Boys, digital pets, mp3 players, etc., should be left at home. Please do not send these items as campers will be busy enjoying camp programs and activities. Any such devices which are found to be causing a disturbance will be handed over to the camp director until a parent picks up the device.

EXTENDED CARE

Extended hours are included in your day camp costs. From 7-9 am and 4-6 pm children will have a choice of various activities to participate in separate from the planned activities for the child's group.

FAMILY NIGHTS

The YMCA believes that family time is important. During the school year we provide family nights with activities. This summer we invite camp families to spend some time together at our Ice Cream Social/Parent Meeting, as well as our end of summer celebration for campers and families. This is a great time for families to get to know some of our Y staff outside camp time and participate in activities for the whole family.



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FIELD TRIPS

Field trips are included in camp prices. All Traditional campers will go on a fieldtrip once a week on Wednesdays. Fieldtrips are subject to change due to weather and/or availability. Please see the Day Camp page on our website for more information on fieldtrip days, locations and other special activities. A list of scheduled fieldtrips will also be available at the front desk.

*Campers **must** wear their Day Camp T-shirt on **all** field trips. One camp T-shirt is included in the camp price. Additional t-shirts may be purchased for \$5 if theirs is misplaced or forgotten.

*On field trip days, **PLEASE BE PROMPT!** Please have your child arrive no later than 8:45 am on field trip days. We must inform the field trip site with the final number of campers attending the event prior to 9:00 am. As a result we will be leaving camp **AROUND 9:00 AM ON MOST FIELD TRIP DAYS.** We **WILL NOT** be able to wait for late arrivals, nor will late arrivals be allowed to stay behind. We do not have extra counselors for those who miss the bus. Refunds will not be given for those who do not attend field trips because they are late.

*Parent / Guardian volunteers are welcome to join us on any/all field trips. If you would like to volunteer as a chaperone for any/all field trips, please call our office and let us know if you are interested. **ALL** volunteers must agree to fill-out and pass a background check and volunteer form at least one month prior to attending a field trip.

*For safety reasons, we **CANNOT** allow campers to be picked up or dropped off at the field trip site.

*In case of rain or inclement weather, outdoor fieldtrips may be changed to an indoor location.

FOOD ALLERGIES

Every year at camp children and families are becoming more aware of their food allergies. Please be aware that peanut allergies are becoming more prevalent each year at camp. These allergies are sometimes airborne and even sitting next to a camper with a Peanut Butter and Jelly Sandwich can give them an allergic reaction. Due to the danger of this allergy, we ask that you please avoid or limit the peanut products you include in your camper's lunches. We understand this may be difficult, so if you include peanut products, we ask that you please inform your camper, label the bag "contains peanuts" and let us know at sign-in. It is our goal to keep everyone safe here at camp, and we appreciate your help!

HEALTHY KIDS DAYCAMP PROGRAM

In 2002, doctors from the University of Illinois approached the YMCA to partner in a program to help fight the skyrocketing rates of obesity among young people. The result was Healthy Kids Camp, a pilot summer camp program at Pilsen, New City and North Lawndale YMCAs, where campers participated in discussions and activities led by nutritionists and pediatricians regarding advertising, body image, and nutrition. Since then our campers have participated in a variety of activities including guest speakers, strength training, hands on learning activities, and much more. In 2010, the YMCA will continue to work on expanding the Healthy Kids Day Camp curriculum into its day camp settings to continue to educate kids on healthy lifestyles. Every Monday our campers will work with our Fitness Department who will be coming to camp to lead activities or educate children on health related issues.



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HEALTH CHECK

Please be respectful of all camp families. If your child contracts anything that may be contagious please call us and let us know. Your name will be kept confidential, but other parents would like to know if their child has been exposed to anything.

Your child's health status will be checked informally each day. If your child shows any sign of illness, rash, high temperature, diarrhea, infection, lice, or any contagious diseases, etc. the parent/guardian or authorized person will be called and required to pick up the child within one hour.

If your child has head lice, his/her hair needs to be shampooed according to directions given by your physician. All nits must be removed following treatment before your child is allowed to return to the program. Children will not be allowed at camp with any signs of nits.

HOURS

Camp does **NOT** begin before 7 am and ends **PROMPTLY** at 6 pm. Do not ask or expect staff to sign-in children before 7 am. Pick-up is at 6:00 pm after 6:05 pm there is an additional fee of a dollar per minute charge per child. **This late fee is due before the child is allowed back at camp.** If you need to pick your child up before 3:30pm, inform the sign-in table or call the camp office. If we are not notified in time to let the counselor know, your child can be ready in a timely manner. Please do not plan to pick your child up before 3:30pm on fieldtrip days.

ILLNESS/INJURY

Parents will be notified by camp personnel if their child has not been feeling well for a period of time and does not seem to be getting any better. Moderate injuries will also be communicated to the parent once proper first aid has taken place. In severe injuries needing higher medical attention the parent or guardian will be contacted immediately. If the injury or illness occurs later in the day, you may be notified when your child is picked up depending on the severity of the injury or illness.

LATE PICK-UP

Pick-up is at 6:00 pm after 6:05 pm there is an additional fee of a dollar per minute charge per child. Example: at 6:07 you owe \$7 dollars per child. This late fee is due before the child is allowed back at camp.

LOST & FOUND

We will make every effort to keep your camper's belongings with your camper. However, a Lost & Found Box will be available at the Sign-out Desk for all misplaced items found throughout each day.

*Do **NOT** send **ANYTHING** of value to camp – that includes items of sentimental value.

***PLEASE MARK YOUR CHILD'S FULL NAME CLEARLY ON EVERYTHING – WE ARE NOT RESPONSIBLE FOR LOST OR MISSING ITEMS.** You would be surprised at what is found at the end of each day!

*All unclaimed / unlabeled items will be cleaned and donated to charity at the end of each week.



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LUNCH

Campers are required to bring their own lunch and snacks. Please be sure to send enough food to last your child throughout the day because the children are very active throughout the day and burn a lot of energy. There is no refrigeration available so we suggest packing a frozen juice box or water bottle in your child's lunch to keep it cool.

MEDICATION ADMINISTRATION / SIGN-IN LOG

For medication to be administered at camp, a medication release form must be filled out by the parent prior to camp starting. **Medication must be in its original container with a prescription indicating the dosage and time of medication.** A Unit Leader or other camp counselor 21 or over will administer all medication and record the administration in the Medicine Log, including date and time medication was given. This will be kept on file in the Day Camp office. If you have any questions, feel free to contact the Day Camp Director.

NEWSLETTERS

Newsletters will be available every Monday. Please read the newsletter to stay on top of current camp information. Newsletters will also be posted online at www.lattofymca.org in the day camp section. If you would like newsletters emailed to you, please email lattofdaycamp@ymcachgo.org.

OFFICE HOURS

While we do strive to serve the needs of our parents by being available in the office, our camp staff tries to be out with the campers and counselors whenever possible. Our voicemail (847-410-5294) is always available and we do check it often. If there is an emergency please contact the YMCA front desk (847-296-3376) and they can always reach the camp director or unit leader.

PARENT VISITS

The YMCA has an open door policy for the parents of all campers. Please **first** come to the Day Camp office (2nd floor near the maze) and let us know you are visiting. Parents are invited and encouraged to visit the program sites at any time, but must take care to not interfere with or disrupt the on-going activities. Parents disrupting activities will be asked to leave.

PARENT VOLUNTEERS

Looking for a place to volunteer? The YMCA has volunteer opportunities available in camp. From running a special skills clinic, craft, or carnival event, helping with cookouts and even our end of summer family night! Ask our Camp Director for a volunteer application and background check to become part of the parent volunteers that help make a difference in our camper's lives each year. Remember that if you would like to chaperone a field trip with the day camp, you must complete the volunteer application and background check at least one month prior to the trip you would like to chaperone. Parents will not be allowed to attend a field trip without these forms on file.

PERSONAL PROPERTY REGULATIONS

Campers are advised to not bring unnecessary items or items of value to camp such as Game boys, walkmans, trading cards, animals or sports equipment (unless for a special event.) The YMCA is not responsible for any lost or stolen items, so please leave these items at home.



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POCKET MONEY

On field trip days, campers are allowed to bring up to \$5.00 in pocket money. That is enough to buy a snack or something small at a gift shop. Campers are in charge of their own spending money and we are not responsible for lost money. We do not allow campers to spend money at the vending machine. On days when camp store is open, please send no more than \$2.00 with your child.

SCHEDULES

Camp counselors write lesson plans for each day. Activities may vary from day to day including, but not limited to: sports, character development, arts and crafts, games, skits, songs, swimming and much more.

SCHOLARSHIPS

The YMCA of Metropolitan Chicago will not deny service to anyone because of inability to pay. Financial assistance is available based on camp capacity, demonstrated need, and the YMCA's ability to fund the assistance.

All families must apply for the state funding program, Action for Children, before they can receive YMCA Scholarships. YMCA members who are approved or denied from the state funding program are also eligible for additional YMCA scholarships. For YMCA scholarships, applicants need to supply their last two most recent pay stubs, W-2 forms and 1040 tax return. Please allow up to one month for processing. Applications for are available for both forms of assistance at the Customer Service Desk. **Only YMCA members are eligible for YMCA scholarships.**

SEARCH AND SEIZURE

A camper, and/or the camper's belongings may be searched by camp administrators whenever they have a reasonable suspicion that the camper has violated or is violating either the law or camp rules bearing on order or safety and that the search will produce evidence of the violation (i.e. camper has in their possession either drugs, alcohol or weapons.) The camper will be invited to be present for the search when feasible. Any items found in violation of the law or camp rules, will be confiscated and may be turned over to the appropriate law enforcement agency. Our first and foremost concern is to maintain the integrity of the camp's environment and the protection of our campers and staff.

SIGN IN/SIGN OUT

ALL campers **MUST** be signed in and out **DAILY** by a parent/adult guardian. Photo ID is required. Please have your license or photo ID ready to show to our staff.

*Anytime someone other than the **designated** parent/guardian will be picking up the camper(s), you must **sign** and **date** the **SPECIAL PICK-UP BINDER LOCATED AT SIGN IN** for that specific date. Remind the "pick-up" person that they will need to have a photo ID or we will not be able to release the camper to their care. Due to safety concerns, there are **NO EXCEPTIONS** to this rule.

*Please do not be offended if our staff asks for an ID. This procedure is to ensure the safety of your child. Whether we already know you or not, you must bring your ID to the sign-in/out desk.



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SPECIAL REQUESTS

Due to the large number of camp participants, we **CANNOT GUARANTEE** your child will be placed with his/her friends, siblings, relatives, or a particular counselor. We will do our best to accommodate these requests.

STAFFING

Our staff is selected on the basis of responsibility, ability to relate to children, sensitivity to the children's individual needs, and their recreational skills. Before a staff member is hired, they are required to go through an interview process, background check, and reference check. We strive to have the best possible staff. Our staff meets or exceeds day camp requirements set by the YMCA of the USA and the American Camp Association. Each staff member has received training in CPR, First Aid, Risk Management, Blood Borne Pathogens, Water Safety and Child Abuse Prevention. Counselors work with small groups of children to build a positive rapport and develop mutual trust and respect.

SUN SCREEN

Please put sunscreen on your child before coming to camp. If your child is fair skinned or burns easily, he/she should bring sunscreen to camp. Your child will have frequent opportunities throughout the day to reapply sunscreen.

Please look at www.solumbra.com for SPF enhanced clothing for those who may be prone to sunburn.

SWIMMING TIME AND SWIMMING LESSONS

All campers in traditional, specialty and sports camps will participate in swimming at the YMCA. Swimming will include both open swim and swim games. At the beginning of the week each camper will be tested and placed into a swim level. The swim test will decide the use of the pool during open swim (i.e. who is allowed in the deep end, etc). Camp counselors are happy to help your child practice and improve their swimming through open swim and games, but they are NOT certified swim instructors. Campers wishing to improve their swimming level and skills can enroll in our YMCA swim lessons at a special camp price. We will take your child to and from swim lessons at your chosen time during camp.

**Travel campers will participate in swimming if they return from their field trips before 2:45 pm.

TRANSPORTATION

Day camp children will be transported to and from activities in either the YMCA mini bus (usually for travel camps) or school buses leased from First Student. All vehicles are inspected daily and regularly checked by a licensed mechanic. Although the buses we lease are not equipped with seat belts, as is standard with most school buses, the seats are specially designed with high seat backs for the protection of the children. In addition, these specially designed seats allow for efficient emergency evacuation. Our YMCA mini bus is equipped with seat belts that children must wear. Our mini bus drivers must be at least 21 years of age, complete a specialized training, pass our insurance guidelines for a good driving record, and have current First Aid and CPR.



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TRAVEL CAMPS

All travel camp participants will receive a detailed letter about their field trips for the week. If your child misses the travel camp bus, he/she will not be allowed to stay behind. Travel campers may have free swim on days when the group arrives back from their field trip before 2:45 pm to the YMCA.

VANDALISM

Campers involved in vandalism or malicious mischief either against camp property or against another camper or staff member are disciplined immediately. Payment to repair any damage accrued as a result of the vandalism is the responsibility of the camper's parent/guardian.

VENDING MACHINES

Groups will not be permitted to use the vending machines during camp hours.

WALL CLIMBING

We will do our best to make sure that campers get an opportunity to climb during their weeks at camp. Campers will have an opportunity to use either the indoor climbing wall or our outdoor portable-climbing wall depending on the week. Due to rentals at the YMCA, this may not always be possible. We **WILL NOT FORCE** any camper to climb the wall. If a camper is not wearing gym shoes and shorts and/or long pants (no sundresses or skirts please), the camper will not be allowed to climb. If a camper **DOES NOT** have a current wall waiver on file, the camper **WILL NOT** be allowed to climb.

WEBSITE

Visit our website at www.lattofymca.org under the "Day Camp>Summer Camp." Here you will find information including our camp brochure, weekly newsletter and this handbook available for download.



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Day Camp Payment Information:

When you register your child for day camp, you are reserving time, space, staffing, and provisions for your child whether he/she attends. Please review our payment policies carefully.

We are thrilled that you have chosen to enroll your child for Summer Camp 2010! To ensure proper communication, we have outlined our policy related to summer camp payments. If you have questions please feel free to contact us at 847-410-5294.

PLEASE READ CAREFULLY

1. A \$20 deposit per week is due at the time of registration for all traditional camps to reserve the week(s) you wish to enroll your child. **ALL** Sports, Specialty, Skate, and Climbing Camps need to be paid in full at the time of registration.
2. **Deposits are non-refundable or transferable.**
3. Payments for camp are due the Monday, two weeks prior to the week your child will attend camp. Your payments are to be paid two weeks in advance. For example, if you have enrolled your child for Week 1, June 14-18, your payment is due May 31. Payments will be the weekly camp fee, minus your deposit. You are also welcome to pay the camp balance any time prior to the due date.
4. If you wish to cancel your child's enrollment in a particular week of camp, we must be notified in writing **before June 1, 2010**. After June 1, 2010, cancellations will not be accepted and you will have the obligation to pay for your child's camp program in full regardless of your child's attendance.
5. There is a \$25 fee due for all NSF checks and that payment must be made with cash or a money order. **Payment must be made within 24 hours**, after which time your child will be unable to attend camp. After two NSF checks, personal checks will no longer be accepted for camp payments.
6. If payments are not made on time, **a late fee of \$25 will be applied Tuesdays at 9am.**
7. There are no credits or refunds for missed days.
8. All requests to change weeks must be made in writing to the camp director. Any changes after June 1, 2010, are subject to a \$25 transfer fee due at the time of service. All transfers are subject to approval based on camp availability.

CHILD CARE TAX ID#: 36-2179782

Please write this number on **ALL** your cash and/or charge receipts and checks when you pay for Day Camp so that you can keep accurate records for tax purposes. Your billing statements are to be used as your receipt of payment and may be submitted to your tax preparer. If you need an additional final statement after the camp season, you will be charged a \$15 service fee for **each** additional statement.

CAMP HOURS

Camp does **NOT** begin before 7 am and ends **PROMPTLY** at 6 pm. Do not expect staff to sign-in children before 7 am. Pick-up is at 6:00 pm after 6:05 pm there is an additional fee of a dollar per minute charge per child. Example: at 6:07 you owe \$7 dollars per child. This late fee is **DUE AT THE TIME OF PICK-UP**. The fee must be paid before the child is allowed to return to camp.



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Lattof YMCA

Summer Day Camp Sample Schedule

Please note: This is only a sample of how a day's schedule might be. We will have each group vary the order of the activities everyday.

Non-Field Trip Day Schedule

7:00 am – 9:00 am	Morning Extended Care *There will be activities for children to choose from each morning that may include board games, active games, coloring pages, etc. Each morning there will be a different set of activities to choose.
8:00 am	Runners Club Any interested campers may join several of the counselors on a one mile jog around the YMCA neighborhood. Game Club Quiet reading and board games time will be available in the mornings for those campers who like to challenge their minds in the morning time.
8:45 am	Assemble into Age Groups with Counselors
9:00 am	Camp Opening in Field house *Roll call/Review the rules and regulations Morning Songs and themed games each morning after roll is taken.
9:30 am – 9:45 am	All Age Groups *Bathroom break/Reapply sunscreen/Snack & Clean-up/Walk to parks
9:45 am	Age Group Rotations at Various Parks and/or YMCA *Daily Character Reflections *Games/Team Building *Sports Activities
11:45 am – 12:30 pm	Lunch *Clean-up lunch site/Walk back to YMCA
12:30 pm - 3:45 pm	Age Group Rotations *Skits/songs *Climbing Wall (when available) *Crafts *Games/Sports in North Gym or outside *Mazing Kids *Swimming Time *Snack time & clean-up
4:00 pm – 4:15 pm	Camp Closing *Meet in Gym for end of day announcements and claim Lost & Found
4:15 pm – 6:00 pm	Afternoon Extended Care Activities in Kid's Zone/Soccer field (weather pending) Daily Afternoon Clubs



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Field Trip Days

7:00 am – 8:45 am

Morning Extended Care

8:45 am

Camp Opening

*Roll call/Review the rules and regulations

8:55 am

Age Groups Prepare for Field Trip Departure

9:00 am – 3:30 pm

Field Trip

3:30 pm – 4:00 pm

Arrive Back at YMCA

4:00 pm – 6:00 pm

Evening Extended Care

*Evening Extended Care Campers assigned to specific areas and activities

YDAY CAMP™

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SUPPLIES NEEDED LIST:

Day Camp can become quite costly if we do not rely on some donated items. To help keep costs down for future day camps, we would appreciate your help in saving ANY of the items listed below and bring them to camp labeled "Day Camp." Many of these items are things you would probably throw away and/or recycle, so we would appreciate your efforts to help supply us with the LISTED ITEMS.

These items DO NOT have to be new items; they can be old materials that you have lying around your home. Please be sure to RINSE OUT and DRY any container that has PREVIOUSLY CONTAINED FOOD or DRINK. We thank you, in advance, for any items you can supply to us.

- *2-Liter bottles
- *Any cooking supplies
- *Baking soda
- *Beads
- *Blenders
- *Cardstock paper/Construction paper/Foam core board/Poster board
- *Clothespins
- *Cookie cutters
- *Cotton balls (any color/or size)
- *Travel or unique picture magazines
- *Embroidery Floss
- *Flour
- *Foil
- *Hot Wheels Cars
- *Movies (must be PG rated)
- *Paper grocery bags
- *Pasta (uncooked)
- *Pipe Cleaners
- *Ribbon
- *Rice
- *Rubbermaid plastic containers (shoe box size and larger)
- *Rubber stamps/ink pads
- *Silk flowers/garland
- *Sponges (regular – need to be clean/fun shapes – any size)
- *Spray bottles
- *Tissue Paper
- *Toilet Paper Rolls
- *Vinegar
- *Wax paper



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