

**BRING TO CAMP!**  
 Gym Shoes (no sandals or flip flops)  
 Backpack for carrying all gear  
 Non-refrigerated sack lunch and 2 snacks for the day  
 (no glass bottles allowed)  
 Swimsuit, towel  
 Sunscreen and bug repellent  
 Comfortable Clothing and Shoes  
 Values, Morals, Good Listening Skills

**DON'T BRING!**  
 Money (unless specified)  
 Trading Cards of any kind  
 Jewelry  
 Gameboys and electronic toys  
 Radios/Walkman/Discman  
 Unnecessary toys/sports equipment etc..  
 Inappropriate behavior, language, clothing, etc.

The following forms must be signed and returned as soon as possible to the camp director. Your child will not be allowed to attend camp if the correct forms are not on file prior to their first day of camp.

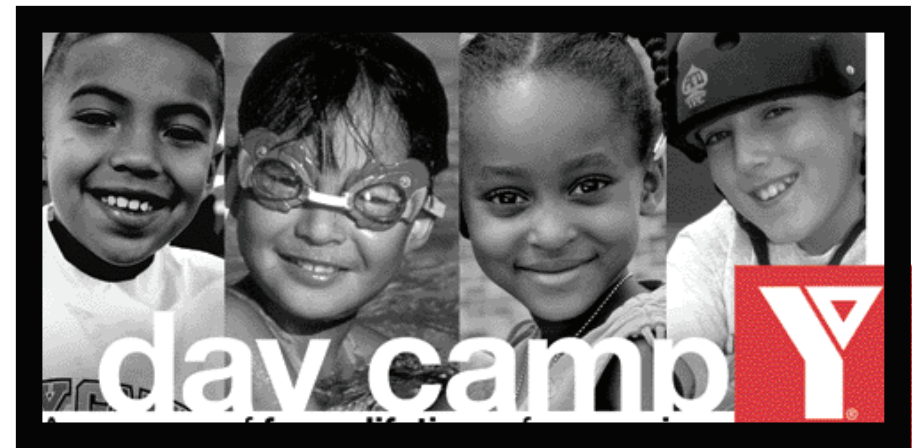


- ⇒ Copy of Health History Form with a doctor's signature
- ⇒ Confidential Camper Form
- ⇒ Camp Rules/Policies Sign Off
- ⇒ Emergency Contact/Pick-Up form
- ⇒ Release Authorization Form
- ⇒ Registration Form
- ⇒ Waiver
- ⇒ Payment Form

# Greater LaGrange YMCA

## Day Camp

### Camper/Parent Handbook



**Greater LaGrange YMCA**  
**1100 E 31st street**  
**LaGrange Park, IL 60526**

**Phone: 708.352.7600**

**E-mail: [Schansey@ymcachgo.org](mailto:Schansey@ymcachgo.org)**

**Welcome  
Parent and Campers:**

Thank you for choosing the Greater LaGrange GL Travelers YMCA Day Camp for your campers summer camp experience. We know you have a lot of choices and we are glad that you chose us for the 2010 season. We are looking forward to a safe and fun healthy kids summer.



Here at the Greater LaGrange YMCA we are dedicated to help your camper (s) to have the best time they can. In order for us to start on the right foot this summer we ask that by June 1 please come to drop off camp paperwork with important information that we need about your child to have a successful summer and pay your first bill. If you have not received this paperwork in your folder when you signed up please call the YMCA and we will mail you one.

The mission of the national YMCA is to put Christian principles into practice by building healthy spirit, mind, and body for all. The YMCA core values are Caring, Honesty, Respect, and Responsibility. We call the teaching of these principles Character Development. Our goal with Character Development is to support the growth of the children we serve by helping them to see, understand, and develop a set for core values that will influence them in making healthy and positive decisions in their life. We hire and train a team of staff that are role models to these very values, our programming encourages development in these areas and all the while a summer of fun is had.

This parent/camper handbook is a resource for policies and procedures for our programs. We encourage you to take the time to read through this before your campers first day of camp. If you have any questions or concerns please call Susan Chansey at 630-929-2456.

See you this Summer!

Susan Chansey  
Regional Child Care Director

**Sign In/ Sign Out:** ALL campers MUST be signed in and out daily by a parent/guardian. You may be asked to show a photo ID at any time. If the person is not on the authorized pick up list we will not release your child to them without written consent.

**Swimming:** All of our summer camp staff goes through water basic safety. Trained and certified lifeguards are always present during campers' open swim and on water park field trips. Campers must go through a deep water test before entering the deep end of the pool. Swimming activities will be centered around the theme of the week if at all possible for the beginning of each session. Through water games, relays, swimming tools, and creative use of the counselors' imagination, the campers will learn basic swimming skills. problems, there will be no reimbursement of fees.



**Sunscreen:** Please put sunscreen on your child before coming to camp. We also suggest that you send sunscreen to camp with your child. Your child will have frequent opportunities to apply sunscreen throughout the day and may ask another child in their age group to help them apply the lotion. Greater LaGrange camp discourages our staff from applying sunscreen on campers.

**Suspension:** If your child has broken rules or policies they are subject to suspension from camp. Refunds will not be given for a child suspended from camp. The amount of time suspended will be at the discretion of the Camp Director.

**Vandalism:** Campers involved in vandalism or malicious mischief either against camp property or against another camper or staff member will be disciplined accordingly. Payment to repair any damage accrued as a result of the vandalism is the responsibility of the camper's parent/guardian. Violation of this policy may result in the camper being suspended from camp.

**Thanks For Taking Time To Be An Informed Parent!!**

**Payments/Refunds/Transfers: Payment of Fees:** You will receive 3 billing statements for the payment of camp. The 3 payments are as follows:

June 1 - For all June sessions child attends

July 1- For all July sessions child attends

August 1- For all August sessions child attends

**Bills not paid by the due dates shown will be subject to a late fee of \$30.00. Campers who do not have their fees paid in full prior to the first day of the session will not be allowed to attend camp.**

**Cancellations:**

Refunds or credits will be given in the following incidents:

1. **Illness-** if your child is ill for 1 week or more, you must submit a written explanation from your child's doctor to receive any credit for camp fees. No refund will be awarded for illnesses that are less than one week or without a doctor's note.
2. **Dismissal-** if your child is asked to leave the program due to behavioral
3. **Cancellations-** Refunds or credits for a session are available prior to June 6, 2009 only! However, the deposit of \$25.00 per week for the camp is a NON-REFUNDABLE deposit.

**Personal Property Regulations:** Animals should not be brought to the camp site without camp director approval for special programs. Counselor's wishing to bring his or her own sports equipment should be sure to mark the equipment with his/her name. Weapons should not be brought to camp. Any weapons found will be turned into the authorities.

**Schedules:** Camp counselors write daily lesson plans prior to the sessions. Activities may vary from day to day including but not limited to: sports, character development, arts and crafts, games, skits, songs, teambuilding, swimming and more. A sample schedule can be provided to you by request.

**Scholarships:** The YMCA of Metropolitan Chicago will not deny service to anyone because of an inability to pay.

**Search and Seizure:** The Greater LaGrange YMCA camp staff reserve the right to search as staff or camper's property, either by themselves or with the aid of law enforcement officials, if the camp deems the search is necessary to maintain the integrity of the camp's environment and/or the protection of the other staff or campers. The person in question 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. These searches may or may not include the use of specially trained dogs.

Successful Summer Camp:  
Top Ten Things To Do (or not do).

Parents, just follow these easy steps to make summer great for your camper.

1. **The Bag.** Pack your campers bag with all the necessities. A lunch, Bathing suit, towel, sunscreen, and a water bottle. Remember to send your camper with the appropriate size bag. Remember your camper has to carry their bag all day so if the bag it too heavy or too big your camper won't be happy.
2. **The Clothes.** For your camper to swim everyday they must have a bathing suit. Remember to send your camper with a bathing suit and towel everyday. If your camper needs nose plugs or goggles also remember to send those each day. Please send your camper in closed toed shoes each day. Since groups will be playing games and running closed toed shoes are essential to ensure safety for your camper.
3. **Don't Forget.** Remember to label everything your camper brings to camp. Kids often lose things and forget towels or goggles and without a name our staff cannot know who the items belongs to.
4. **Medication.** If your camper requires any type of medication please make sure to speak with the camp directors so medication is administered appropriately and documented.
5. **No High Tech.** Do not send your camper with any game boys or video games. These items will be confiscated and the adult picking up your child will have to pick it up at the end of the day.
6. **No trading cards.** **Absolutely no trading cards.** If any campers are seen with trading card these too will be confiscated and the adult picking up your child will have to pick it up at the end of the day. Please work with us on this issue by not sending your camper with trading cards or other toys.
7. **No vending machines.** Campers will not be allowed to use the vending machines this summer to reinforce healthy kids camp. Campers will not use the vending machines for any reason. Please do not send your camper with any money.
8. **Cell Phones.** Please do not send your camper with any cell phones to camp. If your camper need to contact you (for emergencies only) the staff will get your camper to a phone to call.
9. **Water Bottle** Throughout the day your camper with be very active and may be thirsty. Please send your camper with a water bottle. Do not send soda only water or juice for their lunch. If you freeze a water bottle overnight it will stay colder throughout the day.
10. **Sunscreen.** Our staff will not put sunscreen on your camper. Please put any sunscreen on before dropping your camper off, and teach your camper how to apply sunscreen on him/herself so they can reapply throughout the day if needed. This is especially important on field trip days. Counselors will remind campers throughout the day to reapply their sunscreen.

# Summer Camp Field Trips for 2010

<u>Themes</u>	<u>Dates</u>	<u>Destination</u>
2. Ooey Gooye	June 9	Hollywood Park Crestwood, IL
3. Buggin' Out	June 16	Philips Water Park Aurora, IL
4. Barnyard Palooza	June 23	Brunswick Zone River Grove, IL
5. Red, White, Blue Freedom Fest	June 30	Schaumburg Flyers Schaumburg, IL
6. Ocean Commotion	July 7	Paradise Bay Water Park Lombard, IL
7. Rip Roarin' Relay Week	July 14	Chicago Sky Basketball Game All State Arena
8. Celebration of Nations	July 21	Enchanted Castle Lombard, IL
9. Musical Mayham	July 28	Rainbow Falls Water Park Elk Grove Village, IL
10. Magical Mysteries	August 4	Funway Entertainment Batavia, IL
11. Beach Bash	August 11	Splash Station Water Park Joliet, IL

PLEASE NOTE THAT ALL FIELD TRIPS ARE TENTATIVE AND CAN CHANGE.

## Summer Camp Descriptions

### GL Travelers

(Age: 5-12 years old)

**Camp Hours:** 7:00 am- 9:00 am 4:00 pm – 6:00 pm (parent friendly hours)

9:00 am – 4:00 pm (camp is in session) **Location:** Countryside Park

**Description:** GL Travelers camp is designed for youth to grow and increase self-confidence while developing values, respect and self-esteem. Children make lifelong friends and have FUN! Daily activities include on Mondays and Tuesdays: crafts, sports, singing, cookouts, group games, healthy kids weekly activity, and a field trip on Wednesdays. Thursdays and Fridays the camp will travel to nearby YMCA'S for swimming and activities. Each session is one week in length and campers may sign up for one or more weeks.

### Sports Camps

**Time:** 9:30-11:30

**Location:** Countryside Park

**Fees:** Member \$50/ Program Member \$75 With Day Camp \$25

**Age 6-8 - Basketball** Monday, June 14 & Wednesday, June 16

**Age 9-12 Basketball** Monday, June 21 & Wednesday, June 23

**Age 6-8 – Sports Combo: Soccer & Baseball** Monday, June 28 & June 30

**Age 6 -12 Skateboarding** Monday, July 12 & Wednesday, July 14

**Age 9 -12 Sports Combo: Basketball & Baseball** Mon., August 2 & Wed., August 4

**YDAY CAMP™**

We build strong kids, strong families, strong communities.

**Late Pick Up:** There will be a \$10 late fee charged for every 15 minutes you are late picking up your child past 6:00 pm. This fee is due immediately and should be paid at the front desk; a receipt must be provided to pick up your child.

1. Parents call to let you know
2. Parent hasn't called by 6:10pm
3. Call all phone numbers on Close up Camp and child's file and leave messages.
4. By 6:30pm let the director know.
5. Stay with child 'said person" and continue to contact parents or guardians and leave messages.
6. Feed the child
7. By 7:00pm executive director will need to be contacted for further assistance or call the police.

**Lost and Found:** Please label your child's clothing and articles. Towels, sweatshirts, jackets, swim goggles, and water bottles are some of the most common lost items. We will have a lost and found located inside and periodically will have it at sign-out for you to rummage through.

**Lunch:** Lunch/beverage is not provided for campers so please send a sack lunch with your child everyday. There is no refrigeration available so we suggest packing an ice pack etc. with your child's lunch.

**IT IS VERY IMPORTANT THAT YOU SEND YOUR CHILD TO CAMP WITH A REFILLABLE WATER BOTTLE.** They will be engaging in high energy levels of activity throughout the day.

**\*\* YOU MUST SEND YOUR CHILD TO CAMP WITH A LUNCH AND BEVERAGE/REFILLABLE WATER BOTTLE EVERY DAY. IF YOU DO NOT PROVIDE A LUNCH FOR YOUR CHILD YOU WILL BE CALLED TO BRING ONE.**

**Medication/Medical Form:** All campers must have a physical exam form completed. YOUR CHILD WILL NOT BE ALLOWED TO ATTEND CAMP UNLESS THESE FORMS ARE COMPLETE. Prescription medication will be administered only after a medication form is properly filled out and signed by a physician. Over the counter medications will not be administered unless written consent is received from the parent/legal guardian and a physician. All medications must be in the original container and labeled with the child's name and dosage. Please send written notes if your child is not to participate in a scheduled activity. Example: Ruth has an ear infection and is unable to swim.

**Newsletters and Communications:** Newsletters, and healthy articles will be available every week. Please read them to keep informed about camp issues and information. From time to time we may send out a flyer with additional information. Your child will have a folder at sign-out please make sure you check it each day for these important papers.

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**Emergency Communication:** In the event that there was an emergency related to weather, building issues or any type of emergency either while we are on a field trip or at the YMCA we will contact all parents on the status and what action we will take depending on the type of emergency. Also, we have a written letter for pick-up of exactly what happened and was done.

**Facility Maintenance Policy:** Park and other areas will be done during off camp times and holidays whenever possible. If needed for repair and the park makes changes parents will be informed by written note and posted signs.

**Field Trips:** A field trip is scheduled for every Wednesday. There is no additional charge for the trips. Enclosed is a copy of the themes for each week and the destination of the field trip. Destinations are tentative and are subject to change, but will always be on Wednesday. **Each child will receive 1 T-shirt that MUST BE WORN EVERY TRIP!**

**Fighting:** The GLG YMCA does not tolerate campers who harm other campers or campers who harm counselors. This includes and is not limited to degrading, demeaning, threatening, other campers or staff OR physically harming another child or staff person. Any camper or group of campers found to be harassing, making fun of or intimidating another camper will be subject to disciplinary actions including sent home or suspended from camp.

**Groups and Ratios:** Children are put into groups based on their age. GL Travelers 5-12 year olds, Each group has a counselor and a buddy counselor. The ratios by standards of the ACA are as follows: 3 to 5 years—1:6, 6 to 8 years 1:8, 9-15 years 1:10. WE DO NOT GUARENTEE placement with friends or relatives in groups. 1 driver to a maximum of 14 passengers is required for a minibus.

**Healthy Kids Camp:** In 2002, doctors from the University of Illinois approached the YMCA to partner in a program to fight skyrocketing rates of obesity among young people. The result was a Healthy Kids Camp Pilot. Following the pilot the YMCA of Metropolitan Chicago developed several minimum requirements for our camps to be a Healthy Kids Camp. The Greater LaGrange YMCA is a Healthy Kids Camp. This means that your child will be offered 3 structured activities that are fitness orientated a week. They also will have health related workshops, journals and integration of healthy games, activities, and education.

**Illness/Injury:** Parents will be notified if their child has not been feeling well for a period of time. Moderate injuries will be communicated to parents once proper first aid procedures have been followed. If the illness or injury occurs later in the day and is moderate you may be notified at the end of the day when you pick up. In case of sever injury parents will be contacted immediately.

## GLG YMCA Summer Camp Discipline Policy

### **Camper's Name:** \_\_\_\_\_

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 summer we continue our Character Development mission to develop Respect, Responsibility, Caring, and Honesty among our campers. As a family, please read, discuss, and initial this Character Contract TOGETHER.

- \_\_\_\_\_ **Appropriate Conversation** – Campers will not be allowed to discuss inappropriate topics or contribute to demeaning conversations about other campers 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 camper needs to follow directions first time given. This is for the safety of all campers. Please speak to staff & other campers with respect.
- \_\_\_\_\_ **Play** -- Campers are asked not to engage in any horseplay with each other or with a counselor. 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 campers need to remain with their group and within eyesight of their counselor. 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 campers 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 camper conducts himself/herself in a manner that jeopardizes their safety, the safety of others, or is not in accordance with the mission of the YMCA and the camp, the following steps will be taken:

1. First Violation—a staff member will address and document the issue directly with the child and discuss with parent when they arrive that day. Parents must sign the character contract counseling report at the time of pick-up.
  2. Second 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, or play time. Parents will be contacted during the day or at the end of the camp depending on the time and severity of the incident. Parents must sign the character contract counseling report at the time of pick-up.
  3. Third Violation—a staff member will address and document the issue directly with the child. The Parent or guardian will receive a phone call and be asked to pick-up their child within the hour. The child will be suspended from the weekly field trip. Parents must sign the character contract counseling report at the time of pick-up.
  4. Fourth Violation—a staff member will address and document the issue directly with the child. Parents will be contacted immediately to pick up child from camp. The child will be suspended from camp for a week. Parents must sign the character contract counseling report at the time of pick-up.
  5. Fifth Violation—Child will be dismissed from camp for the remainder of the summer.
- Any child causing harm to another child or staff member will be dismissed from the camp immediately.

## The ABC'S of Camp

**Absentees:** Campers are signed in daily by an adult and so there is no need to phone in absences. Please do not send children to camp with diarrhea, contagious illness or rash, or with a fever over 100. Morning fevers only tend to worsen as the day goes on. Camp is not a good environment if your camper does not feel well.

**Allergies:** It is your responsibility to let us know on the medical form if your child has any allergies along with your child's possible reaction should he/she come in contact with the allergen.

**American Camping Association (ACA):** ACA is an organization with members in all 50 states that accredits all types of organized camps. Camps are accredited based on administration, camp operation, particularly those related to program quality and the health and safety of the campers and staff. The standards establish guidelines for needed policies, procedures, and practices. We are committed to providing the highest standards established for the camping industry.

**Authorization** pick up form: For the safety of the campers you will need to fill out and turn in an authorized pick up form. This states who is and is not allowed to pick up your child from camp. Your child will not be released to anyone not on the list without your written consent.

**Babysitting:** YMCA camp staff are not permitted to baby-sit for families involved in our YMCA programs while they are employees of the YMCA.

**Bullying:** Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. 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 GLG 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.

**Camp Information Night:** Parent and camper information night will be held on May 10, 2010 at 7:00 pm at Greater LaGrange YMCA. Come meet the camp staff who will be around to answer any questions you might have.

**Character Development:** Greater LaGrange YMCA has a focus on Caring, Honesty, Respect, and Responsibility as the four core values of the YMCA. We will work to develop these qualities with your children throughout the summer. Please address and encourage these values at home. Every Friday your camper will receive a Character Counts Report Card with the values stated and comments from their counselors on how their behavior is with respect to those areas. This is meant as a tool to acknowledge and support character development. Also see the Character Contract information included in this handbook.

**Chronic Health Condition:** must be documented by a licensed health physician on the health history form provided for you by the camp. You will also need to meet with the Camp Director and Site Director to review necessary information. Any medication necessary for his health condition must be given to the camp director in the original container with physicians instructions for dosage on the label.

**Counselors:** We have a great staff! Our counselors are carefully selected and trained up to 40 hours before they begin the summer. They are subject to a background and reference check. They are trained in CPR/ First Aid/AED, child abuse prevention, emergency procedures, water safety, behavior management, camp activities and other related areas. 80% or more of our counselors are 18 years or older.

**Dangerous Weapons:** Campers who bring to camp any item designed to cause bodily harm or any item not "designed" to cause bodily harm that is deemed potentially harmful will first have it confiscated and then the parents/guardians will be contacted. Bringing such items to camp may result campers being sent home and suspended. All types of knives and dangerous items MUST be kept off of YMCA property.

### DHS Funding/Action for Children/ YWCA Child Care

Please See Susan for policies and procedures on specific details on how many children we accept, deadlines to register and registration fees.

### Drop Off and Pick-Up:

Please plan to drop off your camper before 9:00 am. The sessions are one week in length to make it easier for you to plan your summer schedules. Drop off time is between 7:00 and 9:00 am (there is no additional charge). Please park in the lot on 61st street at Countryside Park. Parents will have to allow for extra time to pick up. You will have to park your car and sign your camper out with an appropriate ID. Campers are never released to a person who is not on the authorized pick up sheet. (Please make sure that you indicate all persons who might pick up your child. Camper safety is our first priority!) Extended care hours 7:00-9:00 am and 4:00-6:00 pm at no additional charge.

**E-mail:** Please provide your e-mail address on the registration form for possible communication with the camp director. You may e-mail Susan at [Schansey@ymcachgo.org](mailto:Schansey@ymcachgo.org).