

OTTAWA YMCA



# SUMMER CAMP PARENT HANDBOOK

Camp Dates: June 9th-August 15th

Summer Camp Parents' Meetings  
Thursday, June 5th  
Multi purpose room

5:45pm - 6:30pm  
Scouts (4 and 5 year olds not in K)  
Trekks (already attended K-1st)

6:45pm-7:30pm  
Explorers (2nd and 3rd grade)  
Rovers (4th-6th grade)



Ottawa YMCA  
411 Canal St.  
[ottawaymca.org](http://ottawaymca.org)





## Welcome to Summer Camp!

We are so glad to have your child as a part of our YMCA camp family this summer! Our day camp staff strives to provide a safe environment rich in creativity, exploration, and discovery. As you read through this handbook, please familiarize yourself with the policies and procedures governing camp programs. These practices are the structure of a safe, fun, learning-filled YMCA day camp for your child. If you have any questions or concerns, please don't hesitate to contact us.

Thank you for choosing the Ottawa YMCA Summer Camp for your child's summer camp experience!

**Guylene Strange**  
Youth and Family Director



## OUR MISSION:

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

# IMPORTANT CAMP INFORMATION

## CAMP HOURS

6:30AM – 5:30PM

### DROPOFF:

Begins at 6:30 am

### PICKUP:

No later than 5:30 pm

### PICKUP REQUIREMENTS:

- Only individuals listed on the Authorized Pickup List will be allowed to pick up campers
- Must provide a valid form of ID
- If you need to add someone to the pickup list, contact the Child Care Office

Scouts  
Trekking  
Explorers

Ottawa YMCA  
411 Canal St.

Rovers

St. Francis School  
820 Sanger St.

## CONTACT INFORMATION

### YOUTH AND FAMILY DIRECTOR

Gyulene Strange

815-433-2395 Ex. 18

[gyuleneStrange@ottawaymca.org](mailto:gyuleneStrange@ottawaymca.org)

DOWNLOAD CLASS DOJO APP TO STAY UP TO DATE ON THE OTTAWA YMCA DAY CAMP!

# CAMP 101:

What to know before you go -



## WHAT TO BRING EVERY DAY:



Closed-Toe Shoes



Refillable Bottle



Sunscreen



Swimsuit &  
Towel

Each day, your child should wear comfortable clothing and closed toe shoes. Campers should bring a refillable water bottle and sunscreen.

## WHAT TO LEAVE AT HOME:



Electronics



Toys



Money

Campers should leave all electronics, toys, or personal items including money at home. Personal items sent to camp will be held by staff and returned to parent at pickup.

The YMCA believes an active lifestyle is paramount to healthy child growth and development. Our goal is to keep campers active and involved in positive, fun activities.

**Every camper will be expected to participate in daily camp activities unless a parent signs and sends an activity waiver.**

Nutrition also plays a vital role in healthy development. We provide a healthy breakfast, lunch and afternoon snack for all campers. If your child chooses to bring their own lunch, we do not recommend soda or high sugar/caffeinated drinks. Please instruct your child not to share or trade food with other campers.

The YMCA is not responsible for any personal items that become broken, lost, or stolen. All uncollected items will be donated to charity at the end of the week.

Campers do not need money unless specified for a special event.



# HEALTH & SAFETY

## Policies & Procedures

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### INJURIES

If your child is injured, the staff will take necessary steps to obtain medical care. These steps may include, but are not limited:

- Attempts to contact a parent or guardian
- Attempts to contact parent or guardian through any persons listed on the Emergency Contacts & Authorized Pickup list
- If we cannot contact you or the emergency contacts, we will do any or all of the following:
  - Administer emergency first aid
  - Call an ambulance or fire rescue. The fee of this service is the responsibility of the parent or guardian.
  - Have the child taken to an emergency hospital accompanied by a staff member

**If your child is exempt from medical care on the basis of religious beliefs, the parent or guardian must submit a written plan stating the care approved for your child.**

### ILLNESS

To ensure the well-being of all children, please be considerate. If your child is too sick to go outside and be active, your child is too sick to be at camp. Children should be free of symptoms (fever, green mucus, vomiting, diarrhea) for 24 hours prior to returning to camp.

### MEDICATIONS

Medication that needs to be administered should:

- Be brought directly to the camp director.
- Must be in the original container. Additionally, written clearance must be given on the "Authorization to Administer Medication" which can be obtained from camp staff.
- Medication records will be kept and locked on program site with a medication schedule.

## MANAGEMENT OF COMMUNICABLE DISEASE

We are required to inform parents, as well as the Department of Public Health, when children have been exposed to communicable diseases.

**Please inform the Camp Director if your child has a confirmed case of any communicable disease.**

Any of the following symptoms should be handled as a communicable disease:

- Diarrhea
- Severe coughing
- Difficult or rapid breathing
- Fever of 100.4 degrees or higher
- Unidentified skin rashes
- Dark urine
- Gray/white stool
- Stiff neck
- Sore throat or difficulty swallowing
- Vomiting
- Lice
- Scabies
- Parasites

Children will be readmitted only upon receipt of a physician's statement indicating the child is no longer contagious. In the case of head lice, the child must be nit-free to return.

## OUTDOOR SKIN PROTECTION

Due to the varied level of protection need and possible allergic reactions, we do not provide sunscreen or bug repellent for campers. Each camper needs to bring their own outdoor skin protection. Campers should arrive to camp with a thick base coat of sunscreen and bug repellent already applied, especially in hard to reach areas. Our staff will ask campers to reapply at prescribed times throughout the day. If your child requires more frequent application, please inform our staff. A hat is recommended. A light jacket may be needed in inclement weather.

## PERSONAL EMERGENCIES

If you have an emergency and need to reach the Camp Director or your child during the day at camp, please call the Ottawa YMCA at 815-433-2395 and inform the staff member on the phone of the circumstances and they will contact the needed staff/children.

## CONFIDENTIALITY

It is the policy of the YMCA program to work in a confidential manner regarding the admission, progress, health, and discharge of any child participating in our programs. Authorization to release any such information must be specifically stated in writing by the parent/guardian and will be kept on file at the program site. Personal information regarding your child is only available to program staff. Files at the YMCA are kept in locked file cabinets in offices that are locked when staff are not immediately present.

# CAMP ACTIVITIES

## Additional Information

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### SWIMMING

Campers will have the opportunity to swim in the facility's indoor pools & outdoor City pool each week. Certified lifeguards are always on duty and YMCA staff will be in the pool. Lifeguards require that children take a swim test before they are allowed into the deep end of the pool. Float belts will be available for any child who feels uncomfortable in the shallow ends of the pool. Assessments will be made by ability. Campers will need to bring a backpack, swimsuit, and towel on all swim days. A change of clothes is optional. Make sure your child's name is written clearly on each item.

### FIELD TRIPS

Field trips will be part of our weekly scheduled activities for Camp. Trip locations will vary by week but will include age-appropriate activities for all campers. This may include local parks, museums, zoos, etc. Field trips locations, additional items to bring to camp, and any additional charges will be clearly communicated to parents in advance of each trip.

### PARENT NOTIFICATIONS

Parents should be sure to register for Class Dojo in the registration packet. Dojo notifications will be sent for any change or update to our program that impacts campers.

# OUR COMMITMENT

## To a Safe, Healthy Camp

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### OUR PROMISE

1. A child will not be alone with a staff member. Child may be separated, but will remain in full view of others.
2. Children will not be contacted by Y staff except for issues relating directly to current Y activities (i.e. no letters, emails, texts, calls, visits, non-Y excursions, etc.)
3. A child will not receive gifts from individual Y staff members.
4. Children will not be transported in a staff member's personal vehicle, but will be transported in Ottawa Elementart School busses.
5. Y staff members should not babysit Y participants. If the babysitting relationship pre-existed the Y relationship, YMCA Leadership may make an exception but a specific acknowledgement and waiver must be signed by the parents and the staff member.
6. Staff members and authorized volunteers will have Y-issued identification which should be visible whenever they are working with children.
7. If the person authorized for pick-up is not recognized by the staff they will be asked to show an ID before the child will be released into their care.
8. The Ottawa YMCA is recognized as mandated reporters and the staff are required to report cases of suspected abuse to the authorities.

### LICENSING COMPLIANCE

The Ottawa YMCA, is exempt from licensure according to the Child Care Act; Title 89m Part 377, Section 377.3, "Day Programs." However, the Y program is required to provide written, notarized notification to the Department of Children & Family Services regarding our operation. Our programs and facilities are not licensed or regulated by DCFS. Our programs are also required to comply with the standards of the Illinois Department of Public Health (77 Ill. Adm. Code 750) and the fire safety standards of the Illinois State Fire Marshall (41 Ill. Adm. Code 100). The YMCA engages and complies with the background check and clearance procedure through Illinois Department of Human Services CCAP currently available for license exempt CCAP providers.



## **FIRE ARMS**

Illinois prohibits the knowing possession or carrying of any firearm, stun gun, or taser on or about the person in any public or private elementary or secondary school, on the person or in the vehicle on the real property of any school, in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school-related activity, or on the person or in a vehicle on any public way within 1,000 feet of the real property comprising a school. The YMCA complies with this law and follows this as policy within its YMCA facilities and program spaces.

## **FINANCIAL ASSISTANCE**

It is our goal to ensure that no one is denied services due to an inability to pay. Therefore, we offer options for financial support to those who qualify. One option for financial support is provided by CCAP. Upon approval, your family will be assigned monthly co-pays by the CCAP to be paid to the YMCA. For questions on how to apply, please contact the CCAP at 1-800-843-6154.

If your family does not qualify for CCAP, you can apply for financial support through the Partners In Youth Scholarship Program. Financial support is determined on a sliding fee scale. Applications for Partners In Youth Scholarships are available at the Ottawa YMCA.

## **QUESTIONS & CONCERNS**

Questions should be directed to the Child Care Program Director:

Guylene Strange

P: 815-433-2395 ex. 18

[guylenestrangle@ottawaymca.org](mailto:guylenestrangle@ottawaymca.org)

# YMCA CONSENT FORM

## Parent Copy

The undersigned, in my individual capacity as parent or guardian, confirm the following statements and give consent for my child to participate in the following stated activities. I understand that if at any time my child cannot participate in the listed activities, it is my obligation to notify, in writing, the YMCA Staff in advance.

- I have read the Ottawa YMCA Day Camp Parent Handbook.
- I understand my child will be swimming while he/she is in the care of the Ottawa YMCA. I authorize YMCA staff to take my child on walking trips, special excursions, and to nearby public park facilities.
- I have read and understand the YMCA discipline policy.
- In my individual capacity as a parent or guardian of a child participating in the Ottawa YMCA Day Camp program, I understand that participation in this program involves certain risks—including but not limited to: personal injury and property damage arising from equipment & activities or other actions from other participants. In consideration of these services provided and understanding the stated risks, I personally and on behalf of my child release the Ottawa YMCA and its staff, agents, volunteers, and all other persons having any affiliation with the YMCA from all liability and claims arising from any occurrence or accident while my child participates in the Ottawa YMCA Day Camp program.
- I authorize the Ottawa YMCA staff to secure EMERGENCY CARE for my child when I cannot be immediately reached at the time of the emergency. I will be responsible for all medical charges incurred.
- I authorize YMCA staff to perform basic first aid covered in the Red Cross First Aid class. This includes but is not limited to: burns, bruises, cuts, nose bleeds, broken bones or fractures, and CPR.
- I understand that any belongings my child brings to the program is not the responsibility of the staff and any lost, stolen, or damaged items are the responsibility of the child or parent to replace.
- Children and their families are responsible for any damage or cost associated with their child's behavior.
- I understand if my child is throwing up, has a temperature over 100 degrees, diarrhea, pink eye, strep throat, has live ring worm, displays any signs/symptoms of COVID-19 or any contagious illness will be asked to leave the program until they are without the above symptoms for 24 hours.

# YMCA FINANCIAL AGREEMENT

## Parent Copy

It is important for the Ottawa YMCA to maintain a balanced financial position to ensure its ability to provide your child with quality care and engaging youth activities. To achieve the stated outcome, the Ottawa YMCA must have your commitment to adhere to the following agreement:

- I understand a non-refundable \$ 45.00 registration fee must be paid in order to secure a place for my child. I understand the stated registration fee is NOT deducted from my child's tuition.
- I understand tuition is paid on a weekly basis and all payments are to be received by the Y prior to the date of attendance. No credits or refunds are issued on payments if my child has an unscheduled absence.
- I understand the Ottawa YMCA requires an Authorized Payment Agreement to be completed at registration. This form of payment may be used for fees related to care and any ancillary charges (i.e. field trips).
- I understand tuition is due for all days my child is registered for regardless of attendance. Refunds cannot be given for missed time due to illnesses, personal days off, holidays, or vacations.
- I have read and understand the complete withdrawal & reinstatement requirements included in the parent handbook.
- I understand that there will be a \$1.00 per child service charge for every minute my child is picked up past closing (5:30 pm) to be assessed at 5:35.



# YMCA DISCIPLINE POLICY

## Parent Copy

To provide all children in our program the safe, positive, and enjoyable learning environment they deserve, we will be using a discipline plan that utilizes the following steps:

- STEP 1:** The teacher will give specific instructions for the child
- STEP 2:** The child will be given a reminder with a redirection consequence if instructions are not followed. The consequence will not be a time-out, but a move from the current situation to another area.
- STEP 3:** The teacher will follow through by redirecting the child to an alternative activity. If the child continues with inappropriate behavior, he/she will be placed in time-out.
- STEP 4:** The length of the time out is determined by the child's age: one minute for every year of age.
- STEP 5:** If the behavior continues over an extended period of time, the director will ask the parents to attend Parent/Teacher/Director conference.

At any time, the Ottawa YMCA may waive the disciplinary procedure and reserves the right to discharge any student without notice for misconduct.

Praise and recognition of good behavior is utilized throughout your child's day.

Conflict Resolution: When children are having difficulties with each other, the staff will give the children involved reasonable opportunities to resolve their differences. The staff will mediate with the children and supply them with problem solving techniques that will help them deal with difficult situations.

Bus Referrals: Safe and appropriate behavior must be followed at all times while riding on all YMCA and district school buses. Bus drivers need to have their full attention on the road. If a child is misbehaving while on the bus, they will receive a warning. If the behavior continues, they will receive a bus referral notice and parents will be notified. Children who receive a third bus referral will be suspended from riding the bus for three (3) attendance days and a parent/teacher conference will be scheduled. For our After School Program, parents may provide alternate transportation to and from our program. Refunds will not be given for days missed due to suspensions.

Bathroom Accidents & Withholding of Food: Children will not be disciplined for bathroom accidents while in our care and the use of the bathroom will not be used as a form of punishment. The withholding of food or treats will not be used as a form of discipline. However, if a child is using inappropriate behavior, they will be moved to a table away from the group.

Severe Clause: Our goal is to reach all children so everyone can participate in a happy, healthy environment. However, should a child be out of control or, in the judgment of the staff, jeopardizing the safety of the other children or him/her, he/she will be taken out of the group immediately, and a phone call will be made to the parent or guardian to have the child picked up as soon as possible. After a conference with the staff, the child may return to the program. If negative behavior continues, a parent/teacher conference will be set to elicit your help. If it is deemed that your child is unable to behave appropriately in our program or that parents are unwilling to be involved in the correction of the inappropriate behavior, you will be asked to withdraw your child from the program. If asked to withdraw your child, we will do our best to assist you in finding alternate care arrangements.



## **SUMMER CAMP THEMES:**

**JUNE 9TH - IN OUR SUMMER CAMP ERAS TOUR**

**JUNE 16TH - JURASSIC JUNGLE WEEK**

**JUNE 23RD - WE BE CRUISIN' RETRO**

**JUNE 30TH - RED, Y-HITE, AND BLUE-NO CAMP JULY 4TH**

**JULY 7TH- ANIMAL PLANET**

**JULY 14TH- LOST IN SPACE**

**JULY 21ST - Y-LIMPICS**

**JULY 28TH - PIRATES OF THE POOL**

**AUGUST 4TH - SUPER HEROS AND SIDEKICKS**

**AUGUST 11TH - MISSION IMPOSSIBLE COMPLETED**