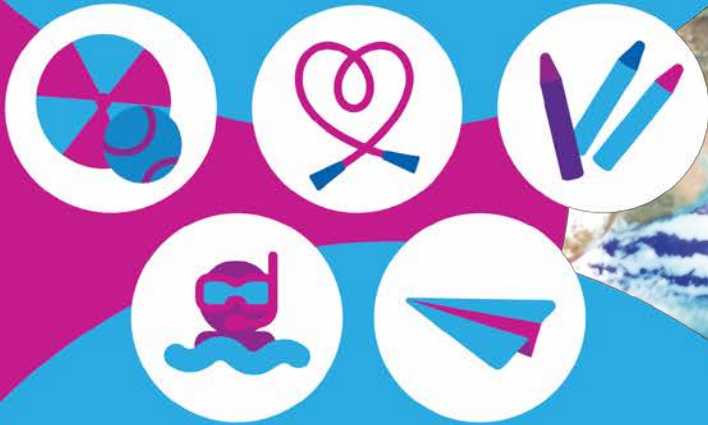




FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BEST SUMMER EVER™



KNOX COUNTY YMCA
Summer Adventures Day Camp
Parent Handbook 2020



WELCOME!

SUMMER CAMP 2020



We are so glad to be a part of your summer! The YMCA is committed to making sure that every child has the opportunity to have a summer full of adventure with learning opportunities, fun activities and great friends! This guide is designed to help make summer great and give you information about Summer Camp at the Y: what to expect, what to bring, who will be there, payment information and lots more!



Our purpose is to offer a wonderful atmosphere that focuses on creating memories for our campers based on our four core values: caring, honesty, respect, and responsibility. Your child will spend between one and nine weeks this summer making friends, enhancing social skills, trying new things and gaining self-confidence through positive reinforcement, safe surroundings and fun with our trained and committed staff!



SUMMER CAMP STARTS HERE

SUMMER CAMPERS, FOREVER FRIENDS

At the Y, a quality camp experience is much more than running around outdoors and going home tired—it is a chance for your child to discover new adventures, and make new friends and memories. Each week of camp offers different themes and is packed with activities, games, music, trips, water fun and so much more! Camp is active, the way summer should be! Campers also swim daily. Water safety is an important component of our day camp and each camper will be swim tested before they are permitted in the deep end of the pool.

CAMP HOURS

Monday—Friday

9 a.m.–4 p.m.

Extended Care - 6:30 a.m.–9 a.m.; 4 p.m.–6 p.m.

CAMP FEES

Member: \$125 per week

Non Member: \$140 per week

REGISTRATION

Our Day Camp is offered for 9 weeks, beginning July —August. You can enroll your child anywhere between week one through week nine, based on your summer schedule. Your child can also register for swim lessons for an additional cost on non field trip weeks. Registration begins Tuesday May 5th, 2020.

CAMP SAFETY & STAFF TRAINING

Camper safety is our top priority. Our staff is selected based on their experience, background and their strong desire to work with children. They are motivated to provide your child a safe and fun camp experience. All staff undergo summer camp training. We cover topics such as team building, conflict resolution, emergency procedures, child abuse awareness and prevention, and age appropriate activity planning. All staff are First Aid and CPR certified.



CAMP THEMES

Week 1: Kindness is Key

June 29th- July 3rd

Week 2: Ocean Fun

July 6th- July 10th

Week 3: STEM-ing It Up

July 13th - July 17th

Week 4: Around the World in Five Days

July 20th - July 24th

Week 5: Heart and Hustle

July 27th - July 31st

Week 6: Tracking Nature Around Us

August 3rd- August 7th

Week 7: Summer Sleuths

August 10th - August 14th

Week 8: I Challenge You....

August 17th - August 21st

Week 9: LEGO Takeover!!!

August 24th -August 28th

CAMP THEMES



REGISTRATION

PAYMENT OPTIONS

MEMBER / NON- MEMBER REGISTRATION

1. Fill out online registration forms.
2. First week of Camp must be paid in full.
3. A \$15 non-refundable deposit, due at registration, is required to hold your child's spot each week. Balances will be drafted the Friday prior to the start of the week.
4. When registering for swims lessons payment must be paid in FULL.
5. ALL balances from other program must be paid in FULL before registering for camp.

HOW TO REGISTER FOR CAMP IF ASSISTANCE IS NEEDED

1. Register at the Front Desk.
2. Fill out the Childcare Resource and Referral Application. Two pay stubs or a school schedule is required. The Y will email it to CCR&R. This can take up to 30 days to get approval.
3. A \$5 deposit per week, per child, due at registration, is required to hold your child's spot. This deposit will be applied to your copay once one is assigned by CCR&R.
4. You are responsible for all childcare fees until approved by CCR&R. If denied, then the Y can grant a scholarship based on need.
5. If approved by CCR&R, your copay will be drafted on the 15th of the month.
6. When registering for swims lessons payment must be paid in FULL.
7. ALL balances from other program must be paid in FULL before registering for camp.

HOW TO REGISTER FOR CAMP IF ALREADY APPROVED FOR STATE

1. Register at the Front Desk.
2. Pay the first month's copay. A Change of Provider Form may be required. It is your responsibility to obtain from your caseworker. The Y will email it back to CCR&R for you.
3. All copays will be drafted on the 15th of the month.
4. When registering for swims lessons payment must be paid in FULL.
5. ALL balances from other program must be paid in FULL before registering for camp.

PAYMENT INFORMATION

FINANCIAL OBLIGATIONS

Camp sessions will be auto-drafted the Friday before the session begins. Copayments will be drafted on the 15th of the month. If you wish to pay cash, check or money order you must do so before the scheduled date.

Failure to pay will result in your child's spot being forfeited and they will be put on a waiting list.

There is a \$15 fee for returned payments as Non Sufficient Funds (NSF).

Deposits are non-refundable but are transferable within the 2020 Summer Camp Program.

Sessions must be changed or canceled in writing one full week prior to the first day of canceled or changed session start date (Mondays).

No adjustments in the weekly fee will be made for partially attended weeks. Tuition will not be prorated or refunded for any days missed due to camper non-attendance, illness or removal from camp.

Week	Dates	Payment due in full by:
1	June 29 th – July 3 rd	Due at Registration
2	July 6 th —July 10 th	Friday, July 3 rd
3	July 13 th —July 17 th	Friday, July 10 th
4	July 20 th —July 24 th	Friday, July 17 th
5	July 27 th —July 31 st	Friday, July 24 th
6	August 3 rd —August 7 th	Friday, July 31 st
7	August 10 th —August 14 th	Friday, August 7 th
8	August 17 th —August 21 st	Friday, August 14 th
9	August 24 th – August 28 th	Friday, August 21 st

WHAT TO BRING

PLEASE LABEL EVERYTHING WITH CAMPER'S NAME

Water Bottle– Your child should bring a water bottle.

Clothing– Campers will receive a camp shirt. Please label each shirt with your child's name and grade. We encourage your child to wear play clothes and bring a hat. For safety reasons, sandals, crocs and flip-flops are not permitted at camp. **PLEASE BE SURE YOUR CHILD WEARS TENNIS SHOES TO CAMP DAILY.** On Field Trip days we ask that you wear your camp shirt.

Sunscreen– To help prevent sunburn, it is recommended that parents send sunscreen with their child. Staff will only apply spray sunscreen to children. If you send lotion sunscreen, please make sure your child can apply it on their own.

Backpack– It will help campers keep their things together throughout the day.

Lunch – Lunches will be provided by the United Way. If your child chooses to bring their lunch should be packed in a paper or plastic sack with child's name on the outside. We place lunches in the refrigerator, which cannot accommodate lunch boxes. If you do send a lunch box, it will not be placed in the refrigerator. Please make any purchases from the vending machine in the lobby before signing your camper in. Campers will not be allowed to make purchases from the vending machine during lunch time.

Swimsuit and Towel—Children will swim every day. Please have your child bring proper swim attire.

LEAVE IT AT HOME

- Cell phones
- Cash/Coins
- Toys
- Radios
- Electronic games
- Video cameras
- Makeup
- Trading cards
- Tablets/electronics
- Firearms
- Fireworks
- Matches/lighters
- Tobacco products
- Sports equipment
- Balls
- Any expensive items that could lost or broken

Any of these items brought to camp will be confiscated. They can be picked up by the parent at the end of camp day.



ARRIVAL AND DEPARTURES

ARRIVAL AND DEPARTURE

- We ask that all Day Campers are at the YMCA by 9:00 a.m. each day. Our main activities are scheduled from 9:00 a.m.–4:00 p.m. and we do not want your child to miss out on the fun. If your child has a doctor's appointment or is attending Summer School, an exception can be made.
- If your child is in extra activities and leaves Day Camp, they cannot return that day. The exception being Y programs such as swim lessons and specialty camps. Our goal is to run a safe, fun camp; this is difficult when children are coming and going at different times throughout the day.
- You must sign your child in daily with signature and time. No child is allowed to be dropped off without a signature.
- An authorized person (on your written list of authorized pick ups) must sign your child out daily with signature and time, as well as **show their photo ID to match your child's registration form**. Your child will not be released to anyone that is not on the authorized pick up list.
- Anyone under the influence of drugs, alcohol or altered emotional state which could cause injury to the camper will not be allowed to pick the child up.
- All campers must be picked up by 6:00 p.m. After 6:00 p.m. every additional 10 minutes will be an extra \$10 per child.

AUTHORIZED RELEASE

The list of persons authorized to pick up your child must be current and accurate. Changes in persons authorized to pick up your child must be made in writing and submitted to the Camp Director.

- Changes in custody agreements will be accepted only with a copy of the court order that specifies the change and designates the person named as having legal custody of the child.
- Photo identification is required for any person picking up a child.
- No child in our care will be released to persons not authorized by the enrolling parent. In case of an emergency, please contact the Camp Director to make arrangements.

It is essential that enrollment information is updated as needed.

FIELD TRIPS

- Field trips are to be determined. We will be looking for guidance from the IDPH. On field trip days, your child **MUST** wear their YMCA camp shirt. Sunscreen should be applied before they arrive at the Y. Please do not bring money or anything of value on field trips.
- Your child must arrive at the Y by 8:30a.m. to board the bus at 9:00 a.m. to the field trip. If they miss the bus, they will not be able to attend camp for the day. Campers cannot be dropped off at the field trip locations. You may not leave your child at the Y, as there is not Day Camp staff available to watch your child. We will return by 5:00 p.m. each field trip day.
- Field trips are not offered every week. Please refer to the session schedules for field trip weeks. Please note field trips are tentative and may change as needed. Notice will be given the week your child is in camp.
- Please RSVP on Monday of each field trip week so we may plan staff accordingly.

NO BABYSITTING

The YMCA employees are not allowed to babysit or have contact with participants in YMCA programs outside of program activities. We ask that parents not ask staff to babysit or participate in non-YMCA related events with their children.

HEALTH AND SAFETY

HEALTH AND SAFETY

- Children with symptoms of or a diagnosis of lice, skin rashes, vomiting, diarrhea, pink eye or experiencing a temperature above 100 degrees will not be permitted to attend camp. We request that you keep your child home for a minimum of 24 hours if your child displays any of these symptoms. A doctor's note may be needed depending on the illness.
- If your child becomes ill throughout the day, you will be called immediately and asked to come pick them up. For this reason, it is important that you keep your contact phone numbers up to date with the YMCA.
- If a note from the doctor is required after a serious illness, it must include the following: the date the child was seen, diagnosis of the illness, and when the child may return to camp.
- The YMCA has the responsibility to keep all children in the program safe and healthy. We will always inform all the parents if a child at Day Camp has been diagnosed with a contagious condition, with their name remaining anonymous. We also expect to be informed if your child has a contagious disease so we can inform the other parents at well.
- YMCA staff are mandated child abuse reporters—this includes physical, sexual, emotional, mental abuse and neglect.
- All allergies should be brought to the attention of the camp staff.
- Campers with special emotional or physical needs should be called to the attention of the Camp Director by fully describing any unique requirements of the camper at least two weeks prior to the start of your selected camp session. We will make every reasonable accommodation possible to serve your child with special needs.



COVID-19 PROCEDURES

- All campers will be screened when entering camp, for fevers, coughs and shortness of breath.
- Frequent handwashing will be observed. Hand sanitizer will be available.
- Masks will be worn by staff, as needed.
- Social Distancing will be observed. Campers will be kept in smaller groups throughout the day.
- For up to date information on our policies regarding COVID-19, please see our pandemic guidelines.

MEDICAL AUTHORIZATION & EMERGENCY

PROCEDURES

- The YMCA is permitted to administer medication only as a physician prescribed it. Medication must be in its original label pharmaceutical bottle. All medications must be dropped off by the parent and must accompany a fully completed medication release form. Medication will be locked away and kept out of the reach of children. We require all parents and doctors complete a medical release form.

CAMP ADD-ONS

SWIM LESSONS

Swim lessons will be decided by IDPH guidelines. Swim lessons will be offered on non-field trip weeks for an additional cost. Lessons will be Monday-Friday 10 a.m.-10:45a.m. Campers will be taken by Day Camp staff to their lesson.

The Y Aquatic Swim Instructors will divide campers into different levels. At the end of the week each camper will receive a report card evaluating how they did that week. Campers can be enrolled in as many weeks of swim lessons as desired. Space is limited. The cost per week is \$22 for Y members; \$40 for non-members. Swim lessons must be paid in full at the time of registration. If not, your spot will be forfeited to another swimmer on the wait list.



SPECIALTY CAMPS

The YMCA holds specialty camps throughout the summer. Camp counselors will escort campers to their camps. On the weeks that there are field trips, the campers will be expected to attend the field trip, not the last day of specialty camp. The cost is an additional \$44. Specialty camps will be paid for at the time of the registration.

