the YMCA

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Summer Adventures Day Camp Parent Handbook Summer 2025

BEST SUMMER EVER™

KNOX COUNTY YMCA
1324 W Carl Sandburg Dr
Galesburg, IL 61401
309-344-1324
www.knoxymca.org

WELCOME TO THE YMCA SUMMER ADVENTURES DAY CAMP

Thank you for choosing the Knox County YMCA Summer Adventures Program!

OUR MISSION

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

DCFS LICENSING

Our program is not regulated or licensed by the Department of Children and Family Services. We are a license exempt program.

NON-DISCRIMINATION STATEMENT

The Knox County YMCA recognizes the worth of all persons, regardless of race, ethnicity, religion, sex, gender, sexual orientation, age or economic circumstances.

OUR CORE VALUES

Caring, Honesty, Respect and Responsibility

SPECIAL NEEDS AND INCLUSION

The YMCA shall accept into the program all children who are able to participate within the regular activities and guidelines as part of a group with a ratio of 20 children to one staff. The YMCA will not exclude any child with a disability from the full and equal enjoyment of its services, unless the child poses a direct threat to the health or safety of others in the program.

In accordance with the requirements of Title III of the Americans with Disabilities Act and applicable state disability law, the YMCA will not discriminate against any individual on the basis of disability. The YMCA will consider reasonable accommodations and/or modifications to the policies and procedures as necessary to all children with disabilities an equal opportunity to participate in this program, unless the accommodations or modifications would pose an undue hardship or fundamentally alter the nature of the program.

CAMP FACTS

CAMP HOURS

Monday through Friday
6:30a.m. – 6:00p.m.

CAMP FEES

Registration Fee (per week)
$145 Members; $165 Non-Members

AGES

Youngest age - completed Kindergarten
Oldest age - completed 6th grade

LOCATION

Knox County YMCA

DAILY SCHEDULE	
Time	Activity
6:30am-8:30am	Drop off time/table activities
8:30am-9:00am	Clean up & get ready for camp meeting
9:00am*-10:00am	Camp meeting—Core Values
10:00am-11:30am	Themed weekly activity
11:30am-12:30pm	Clean up for lunch/Eat lunch
12:30pm-1:00pm	Reading time
1:00pm-2:45pm	Outside time
2:00pm-4:00pm	Swim time
4:00pm-4:30pm	Snack time
4:30pm-6:00pm	Pick up time/go back outside

This is a typical schedule but is subject to change.

*All campers should be dropped off at camp by 9am.

REGISTRATION

Our Day Camp is offered for 10 weeks, beginning June 2nd through August 8th. You can register your child anywhere between week one through week ten, based on your summer schedule.

You can also register your child for swim lessons for an additional cost on the 3rd, 5th, 7th and 9th weeks (see page 14 for more info).

CAMP SAFETY AND 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 must undergo summer camp training. We cover topics such as team building, conflict resolution, emergency procedures, child abuse awareness and prevention, and age appropriate activities. All staff are First Aid and CPR certified.

SUMMER FUN STARTS HERE

Camp Sessions

Week 1: June 2nd – June 6th- Getting to Know You!

This week is all about getting to know the campers and the YMCA. We will talk about the YMCA's Core Values and learn fun facts about the campers.

Friday Fun: Cookout

Week 2: June 9th – June 13th- Sports Week

Come participate in a week of learning all about sports!

Friday Fun: Field Trip to Abbe Lanes Bowling Alley

Week 3: June 16th –June 20th– Crazy Days Week

Funky hair, weird socks and crazy outfits are required for this week of fun!

Swim Lessons available for an additional cost

Friday Fun: Cookout

Week 4: June 23rd –June 27th– Safari Week

Did someone say safari season? Now we hear what you are saying that "There are no safari animals at the Y?" While that is true that shouldn't stand in the way of us going on a safari!

Friday Fun: Field Trip to The Peoria Zoo

Week 5: June 30th - July 3rd (No Camp on July 4th)- Survival Week

Camp will be divided into tribes and the tribes will compete on a Survivor-like competition.

Swim Lessons available for an additional cost

Friday Fun: Cookout

Week 6: July 7th – July 11th– Summer Stars & Stripes Week

Discover the land we call home! We will celebrate everything red, white and blue, from hometown heroes to monuments across the nation – we have so much to learn and explore!

Friday Fun: Field Trip to Skate Palace

Week 7: July 14th – July 18th– Going Back in Time Week

Travel back to the best that history has to offer! Camper's will use their imaginations to explore different eras through games, arts and crafts.

Swim Lessons available for an additional cost

Friday Fun: Cookout

Week 8: July 21st – July 25th– Wacky Water Week

There's no better way to spend a hot summer day than in the water. This week will be packed with fun water activities and experiments.

Friday Fun: Field Trip to Lakeside Pool

Week 9: July 28th – August 1st– Mysteries, Myths & More Week

Calling all Sherlocks, Sleuths and Scientists! Dig out your magnifying glass for a week filled with the most mystifying fun you've seen!

Swim Lessons available for an additional cost

Friday Fun: Cookout

Week 10: August 4th – August 8th– Best Summer Ever Recap!

Each day the theme will be different than the last. We will be doing our most beloved activities from the summer!

Friday Fun: Cookout

REGISTRATION

PAYMENT OPTIONS

MEMBER/NON-MEMBER REGISTRATION

1. Go to www.knoxymca.org to register online.
2. The first week of Camp must be paid in full at time of registration.
3. A $25 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 (see page 8 for payment draft schedule).
4. ALL other balances from other programs must be paid in FULL before registering for camp (including any past due balances).
5. When registering for swim lessons, payment must be paid in FULL.

HOW TO REGISTER FOR CAMP IF ALREADY APPROVED FOR STATE

1. Register in person at the Front Desk.
2. School Out Days, Before and After School and Summer Adventure Day Camp are all different programs according to the Child Care Resource and Referral (CCR&R). Therefore, if you are approved for state assistance for Before and After or School Out Days, you may not be approved for Day Camp.
3. You need to contact CCR&R to get an Add/Change Provider Form from your caseworker at CCR&R. CCR&R requires that you get the forms from them, as they are filled in with your information.
4. Please bring the forms back to the Y and we will send them off for you. While the change of provider is being processed, you are responsible for 50% of the balance.
5. If you have outstanding balances for other months' copays or other Y programs, those will need to be paid in FULL at the time of registration.
6. All copays will be drafted on the 15th of the month.
7. When registering for swim lessons, the first session must paid in full and additional sessions must be scheduled for the Friday before.

HOW TO REGISTER FOR CAMP IF ASSISTANCE/SCHOLARSHIP IS NEEDED

1. Register in person at the Front Desk.
2. Fill out the Child Care Resource and Referral application. You are required to have two consecutive pay stubs or a school schedule to send in with your application. The Y will send your initial application 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. You are responsible for half of each week until you are approved for state.
4. You are responsible for all childcare fees until approved by CCR&R. If denied, 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 swim lessons, the first session must be paid in full and additional sessions must be scheduled for the Friday before.
7. ALL balances from other programs must be paid in FULL before registering for camp (including any past due balances).

If the CCR&R assistance is not approved the Y has Financial Assistance available for those that qualify. You can pick up an application in person at either Y location.

HOW TO REGISTER FOR CAMP FOR DCFS/FOSTER CHILDREN

1. Register in person at the Front Desk.
2. The responsible party is responsible for 50% of the registration fees until the Knox County YMCA receives documented approval from DCFS and/or the State of Illinois.
3. Billing must be on file to schedule drafts according to the billing schedule provided. If you are approved, the amount paid will be returned minus any fees not covered.
4. If denied through DCFS, the Knox County YMCA will consider financial assistance based on need.

PAYMENT INFORMATION

FINANCIAL OBLIGATIONS

- Camp sessions will be scheduled to be drafted the Friday before the sessions begins. Copayments will be drafted on the 15th of the month.
- Failure to pay will result in your child's spot being forfeited and they will be put on a waiting list.
- Should any debit not be honored by my bank or credit card company for any reason, I understand that I am still responsible for the payment and an additional $30 service charge applied by the YMCA. This is in addition to any service fee my bank or credit card company may require.
- Deposits are non-refundable but are transferrable within the current year's Summer Camp Program.
- Sessions must be changed or canceled in writing one full week to the first day of the canceled or changed session start date (Monday).
- 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 the camper non-attendance, illness or removal from camp.

STATE ASSISTANCE ATTENDANCE REQUIREMENT

- Children are required to attend at least ***4 days per week***. If they do not attend, you will be charged for the days not attended. The rate will be as follows: Members – $29/day; Non-Members-$33. This amount will be drafted on the following Friday.
    - ⇒ For example, if you register for June 2nd – June 6th and you only attend Monday and Tuesday, you will be charged for the days you did not attend. You will be charged $87 if you are a member, this will be drafted on Friday June, 13th.
- The YMCA does not receive payment from the state for days your child is not in attendance. We staff our camp according to registration.

Payment Draft Date Schedule

Week	Dates	Payment due in full by:
1	June 2nd—June 6th	Paid in full at registrations
2	June 9th—June 13th	Friday, June 6th
3	June 16th—June 20th	Friday, June 13th
4	June 23rd—June 27th	Friday, June 20th
5	June 30th—July 3rd (no camp July 4th)	Friday, June 27th
6	July 7th—July 11th	Friday, July 4th
7	July 14th—July 18th	Friday, July 11th
8	July 21st—July 25th	Friday, July 18th
9	July 28th—August 1st	Friday, July 25th
10	August 4th— August 8th	Friday, August 1st

WHAT TO BRING

PLEASE LABEL EVERYTHING WITH YOUR CAMPER'S NAME OR INITIALS

Backpack – Big enough to hold all of their swimsuit, towel, extra clothes, hat, sunglasses and sunscreen.

Clothing – Campers will receive a camp t-shirt. Please label their shirt with your child's name and grade. We encourage your child to wear play clothes and bring a hat. **CHILDREN ARE REQUIRED TO WEAR TENNIS SHOES TO CAMP.** On Field Trip days we ask that children wear their camp shirt.

Lunch- Lunches are provided by using USDA requirements. If your child chooses to bring their lunch should be packed in a paper of plastic sack with the 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.

Swimsuit and Towels- Children will swim every day. Please have your child bring proper swim attire. Make sure to put initials on their suit and towel.

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

Water Bottle – Your child should bring a water bottle. We have multiple water fountains to refill them.

WHAT TO LEAVE AT HOME

- Sandals, flip flops, crocs or other open-toed shoes
- Money and valuables
- Any electronic devices (phones, iPad's, smart watches, tablets, electronic games, etc.)
- If a child needs to make a phone call they can use the phone at the Y.
- Trading cards of any kind
- Toys, sports equipment, balls and makeup
- Firearms, weapons, alcohol and drugs
- Fireworks, matches/lighters, tobacco products and vape pens

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

The YMCA is not responsible for lost, stolen, traded, or damaged clothing, toys, balls or personal equipment. The lost and found area is located in the main lobby. At the end of summer, all lost and found items are given to charity; however, if the items are marked with your child's name, the Camp Director will call to inform you of the lost items.

ARRIVAL AND DEPARTURES

ARRIVAL AND DEPARTURES

- We ask that Day Campers are at the YMCA by 9:00am each day. Our main activities are scheduled from 9:00am-4:00pm 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, we can make an exception.
- Please use the McBride Gym Door, located in the back-parking lot by the pavilion, to enter the Y. This door should be used for drop off and pick-ups. Sometimes, we go on adventures, please make sure to look for the signage stating where we are.
- If your child is involved in extra activities and leaves camp, they cannot return the same day. The exception being a YMCA program such as swim lessons or 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 a signature and time. No child is allowed to be dropped off without a signature.
- An authorized person (on your written list of authorized picks) must sign your child out daily and signature and time, as well as show their photo ID to match your child's registration information. 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 anyone acting unusual or unstable which could cause injury of the camper, will not be allowed to pick up the child.
- All campers must be picked up by 6:00pm. Every additional 10 minutes past 6:00pm will be drafted an extra $10 per child.

AUTHORIZED RELEASE

The list of persons authorized to pick up your child must be current and accurate. Permanent changes in persons authorized to pick up your child must be made in writing and submitted to the Camp Director. This is a person who will picking them up at least once a week. We know sometimes children want to spend the night at their camp friend's houses. If you plan for your child to go home with another camper, please let the staff know at morning drop-off.

- Changes to 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 one in our care will be released to persons not authorized by enrolling parent. In case of emergency, please contact the Camp Director to make a plan for pick-ups.
- It is essential that enrollment information is updated as needed.

FIELD TRIPS

- On field trip days, your child MUST wear their YMCA camp t-shirt. Sunscreen should be applied before they arrive at the YMCA. Please do not bring money or anything of value on field trips.
- Your child must arrive at the YMCA by 8:30AM to board the bus by 9:00AM for the field trip. If they miss the bus, they will not be able to attend camp that day. You may not drop your camper off at the field trip location. You may not leave your child at the YMCA, as there are no camp staff available to watch your child. We will return by 4:00PM 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.

GENERAL RULES

- CARING: Keep your hands and feet to yourself. Take care of equipment, property, the environment, and each other.
- HONESTY: Tell the truth; do not steal.
- RESPECT: Use appropriate language. The YMCA believes all people should be treated with kindness.
- RESPONSIBILITY: Stay with your group at all times. Keep up with your belongings.

CONDUCT POLICY

- Please make sure that both you and your child are completely familiar with these policies. The Camp Director may suspend or terminate a child's participation in the program for the following reasons:
    - ⇒ Leaving YMCA program premises without permission.
    - ⇒ Using foul or offensive language. Behavior that is not respectful to other campers, staff, or YMCA members will not be tolerated.
    - ⇒ Defacing YMCA property, vehicles, or field trip facilities.
    - ⇒ Engaging in fighting as the means to solve a problem.
    - ⇒ Stealing or defacing another camper's property.
    - ⇒ Intentionally injuring or harming another camper, staff, or member.
    - ⇒ Refusing to remain with the group during outings or on the property.
    - ⇒ Refusing to follow check in and out procedures.
    - ⇒ Refusing to follow the basic rules of the program.
    - ⇒ Sexual harassment of any kind to another camper, staff, or YMCA member.
    - ⇒ Any conduct that puts the safety of the child, other campers, staff or members of the YMCA at risk.

DISCIPLINE

The camper's parent/guardian will be notified of any behavioral incidents. All incidents will be documented and required the caregiver's signature before the child is permitted to return to camp. Additionally, YMCA camp staff may require a meeting with the caregiver prior to the child returning. YMCA Camp Director or designee reserves the right to temporarily or permanently suspend a camper for repeated violations of the rules without a refund.

SUMMER CAMP CONSEQUENCES

The list of summer camp consequences may include:

1. Warning
2. Check marks #1 and #2: Timeout for the number of minutes equal to the child's age.
3. Check mark #3: 15 minutes of no swimming
4. Removal of field trip opportunity for that week by not coming that day.
5. Camper's parent is called and the child is removed from camp for that day.
6. Child suspended from camp for three (3) days.
7. Child suspended from camp for the rest of the summer.

Camp still will record incidents of behavior that warrant 15 minutes out of swimming. Camp reserves the right to skip over early consequences if the behavior is severe enough to pose a risk to either the misbehaving camper or others in the group. Our goal at camp is to give the child every opportunity to correct the behavior without parental involvement.

HEALTH AND SAFETY

Illness

Children with symptoms of or a diagnosis of lice, nits, skins 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, the caregiver will be notified immediately and asked to come pick up the child. For this reason, it is important the caregiver provide up to date and accurate contact information with the YMCA.
- If a note from the doctor is required after a serious illness, please make sure to have them include the following: the date the child was seen, diagnosis of the illness, and when your child may return to camp.
- The YMCA has the responsibility to keep all children in the program safe and healthy. The YMCA will always inform caregivers if a child at camp has been diagnosed with a contagious condition, and names of others impacted will remain anonymous. The YMCA also expects that the caregiver will inform the YMCA if the child has a contagious condition so necessary caregivers or staff can be notified.
- To protect the safety of your camper, all allergies should be brought to the attention of camp staff.
- Campers with special emotional or physical needs should be called to the attention of the Camp Director. Please provide a thorough description of any specific or unique requirements of the camper at least two weeks prior to the start of your selected camp session. The YMCA will make every reasonable accommodation to best serve children with special needs.

Soiled Pants

Our staff is not equipped to change soiled pants. If your child has had an accident in his/her pants will be called and they must come to the Y and change their child's pants. If this occurs three times you child may be dismissed from camp.

Child Abuse Prevention

YMCA staff are mandated child abuse reporters. Staff are expected to call Child and Family Services if there are suspicions of child abuse or neglect.

MEDICAL AUTHORIZATION AND EMERGENCY PROCEDURES

- The YMCA is permitted to administer medication only as prescribed by a physician. Medications must be in its originally labeled pharmaceutical bottle. All medications must be dropped off by the caregiver and must accompany a fully completed medication release form. Medication will be locked away and kept out of the reach of children. The YMCA requires all caregivers and doctors to sign a medical release form.
- If your child is injured during camp hours, the YMCA will handle minor scrapes, scratches, and bruises. Camp staff will call if there are any questionable or serious injuries. The YMCA does not provide insurance.

SWIM LESSONS

Swim lessons will be offered on the 3rd, 5th, 7th and 9th weeks for an additional cost. Lessons will be Monday through Friday from 2:45pm-3:15pm. Campers will be escorted by camp staff to their lessons. The Aquatics Director will divide them into different levels. Campers can be enrolled in as many swim lessons as desired. Space is very limited. The cost is $42 per week for both members and non-members. The first swim lesson must be paid in full at the time of registration. The other weeks will be drafted on the Friday before.

Thank you for choosing the Knox County YMCA!