



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



Summer Adventures
KNOX COUNTY YMCA
www.knoxymca.org



PARENT HANDBOOK
2019

WELCOME TO SUMMER AT THE Y!

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!

CAMP AT THE Y IS MORE THAN A PLACE TO GO

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!

WE HAVE THE BEST STAFF FOR THE BEST SUMMER!

All staff are required to attend 30 hours of training before working at camp. Their training hours are spent on CPR, First Aid, Character Development, Child Abuse Awareness, age appropriate activities, and a variety of other topics to ensure your children have a safe and fun experience at camp.



2019 SUMMER SESSIONS

Week 1: What Goes Up, Must Come Down! **June 10th–June 14th**

You've been told not to try that at home, so try it at camp instead! This week will test various scientific myths and embrace your camper's curiosity.

Week 2: Summer Sleuths **June 17th–June 21st**

Every day is a mystery that needs solving, and Y campers are on the case! Activities like scavenger hunts and brain-teasing riddles will keep your young detective's mind sharp and engaged this summer. It's a suspenseful week of problem-solving, puzzles and fun!

Friday Field Trip: TBA

Week 3: Terrific Science **June 24th–June 28th**

Fill up your beakers with excitement for the world of science! Day camp becomes your own interactive laboratory this week. We'll experiment with fun and fascinating ways to investigate the world around us. Let's discover together!

Swim Lessons Available

Week 4: Gettin' Dirty **July 1st–July 5th (No Camp July 4th)**

Explore the great outdoors and the community in which we live. We will learn about how we can protect our environment and get dirty discovering new and unusual animals.

Friday Field Trip: TBA

Week 5: SYAD YZARC (Backwards Week) **July 8th–July 12th**

Come spend the week being CRAZY!! It will be a week full of backwards fun.

Swim Lessons Available

Week 6: Outta This World **July 15th–19th**

Got a yearning for lunar learning? Blast off into this fun and activity-filled session learning about the solar system. Campers will let their imaginations soar while learning about the planets, stars and moon.

Friday Field Trip: TBA

Week 7: Passport Through Time **July 22nd– July 26th**

Travel back to the best that history has to offer! Campers use their imaginations to explore different eras through games, arts and crafts, and building a time capsule. The week will take campers from ancient to modern days, just in time to be picked up by their parents.

Swim Lessons Available

Week 8: Super Hero's Life **July 29th–August 2nd**

Discover the hero in you! Campers play super games, create super crafts and have super fun while learning the values of true heroes- caring, honesty, respect and responsibility. Where else can they spend the day as their alter-ego, meet other mighty mortals and save the world?

Friday Field Trip: TBA

Week 9: Heart and Hustle **August 5th–August 9th**

Get your game on! Learn teamwork and showcase your competitive spirit in our sports camp. Campers stay active and build skills through a variety of traditional games and wacky Y activities. Everyone goes home a winner when they encourage each other to give their all.

Swim Lessons Available

REGISTRATION

Our Day Camp is offered for nine weeks, beginning June– 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 Monday April 22, 2019.

REGISTRATION FEES

Registration Fee (per week)

\$120 Y Members; \$135 Non-Members

Registration Fee with Swim Lessons (per week)

\$140 Y Members; \$173 Non-Members

\$20 Y Members; \$38 Non-Members-State

Registration Fees with Specialty Camp (per week)

\$162 Y Members; \$177 Non-Members

\$42 Y Members or Non-Members-State

HOW TO REGISTER FOR CAMP

1. Fill out online registration forms.
2. First week of camp must be paid in full.
3. A \$20 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 each week.
4. If you are doing swim lessons or specialty camps, your registration must be paid in FULL when you sign up.
5. All balances from other programs must be paid in full before you can register for camp.

HOW TO REGISTER FOR CAMP IF YOU NEED ASSISTANCE

1. Register at the Member Service Desk.
2. Fill out the Childcare Resource and Referral Application. You will need two pay stubs or a school schedule. The Y will email it to CCR&R. This can take up to 30 days to gain 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 you are approved by CCR&R. If you are denied by the state then the Y will grant a scholarship based on need.
5. If you are approved by CCR&R, your copay will be drafted on the 15th of the month.
6. If you are doing swim lessons or specialty camps, your registration must be paid in FULL when you sign up.

HOW TO REGISTER FOR CAMP IF YOU ARE ALREADY APPROVED FOR STATE

1. Register at the Member Service Desk.
2. Pay the first month's copay. You may be required to fill out a Change of Provider Form. You may be required to contact your case worker to get this form. The Y will email it back to CCR&R for you.
3. All copays will be drafted on the 15th of the month.
4. If you are doing swim lessons or specialty camps, your registration must be paid in FULL when you sign up.
5. All balances from other programs must be paid in FULL before registering for Summer Adventures.

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 Non Sufficient Funds (NSF) for returned payments.

Deposits are non-refundable but are transferable within the 2019 Summer Camp Program.

Session 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.

STATE ASSISTANCE ATTENDANCE

Copays will be drafted on the 15th of the month.

Children are required to attend five days per week. If they do not attend, you will be charged for the days not attended. The rate will be as follows: Members-\$24/day; Non-Members-\$27/day. This amount will be drafted on the following Friday.

For example, if you register for June 10th-June 14th and you only attend Monday and Tuesday, you will be charged for the three days you did not attend. You will be charged \$72 if you are a member; this will be drafted on Friday, June 21st.

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 INFORMATION

PAYMENT IS DUE THE FRIDAY OF THE WEEK PRIOR TO THE START OF THE SESSION.

All payments will be automatically drafted from your account. If you wish to pay in cash, check, or money order, you must do so by Thursday, before the Friday draft. No refunds or credits will be issued to anyone withdrawing once the first day of the session has begun. Cancellations or transfers must be made in writing one week in advance.

Week	Dates	Payment due in full by:
1	June 10th-14th	Friday, June 7th
2	June 17th-21st	Friday, June 14th
3	June 24th-28th	Friday, June 21st
4	July 1st-5th	Friday, June 28th
5	July 8th-12th	Friday, July 5th
6	July 15th-19th	Friday, July 12th
7	July 22nd-26th	Friday, July 19th
8	July 29th-August 2nd	Friday, July 26th
9	August 5th-9th	Friday, August 2nd

SO. MUCH. FUN!

Going to summer camp is a very exciting experience for campers and parents. It's very natural for everyone to be anxious about the first day of camp and meeting new friends. The YMCA has well-trained camp staff that are focused on meeting the needs of individual campers and are committed to serving as excellent role models.

WHAT TO BRING: PLEASE LABEL EVERYTHING WITH CAMPER'S NAME

Water Bottle– Please send a water bottle with your child.

Clothing– Campers will receive a camp t-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 your camper wears their camp t-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– 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 daily. Please have your child bring proper swim attire.

WHAT NOT TO BRING

- 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 be 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 the day.

THE YMCA IS NOT RESPONSIBLE FOR LOST, STOLEN, TRADED, OR DAMAGED CLOTHING, TOYS, BALLS OR PERSONAL EQUIPMENT.

LOST AND FOUND

The Knox County YMCA is not responsible for any lost or stolen items. Any items found by the YMCA staff are turned into the Camp Director. At the end of summer, all lost and found items are given to charity; however, if the items are marked with your name, the Camp Director will call to inform you of the lost items.

ARRIVAL AND DEPARTURES

- We ask that all 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.
- 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 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 up the child.
- All campers must be picked up by 6:00pm. Every additional 10 minutes past 6:00pm 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

- 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 5:00pm 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.

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. Respect the counselors and fellow campers. Treat others like you would want to be treated.
- ♥ **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 language or being rude and discourteous to another camper, staff or member.
- 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 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.
- Any physical or verbal sexual harassment of another camper, staff or member.

DISCIPLINE

Behavioral incidents will result in parent notification by and in writing. All incidents will be documented and require parent signature before child is permitted to return to camp. Depending on severity of incident a meeting with a parent or guardian may be required. Consistent concerning behavior will result in temporary or permanent suspension from camp without refund.

SUMMER CAMP CONSEQUENCES

1. Warning
2. Check marks #1 & #2 = 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 days.
7. Child suspended from camp for the rest of the summer.

Camp staff will record incidents of behavior that warrant 15 minutes out of swimming. Camp reserves the right to skip over early consequences if behavior is severe enough to post 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 his/her behavior without parental involvement.

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 up your child. 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, 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. We will always inform parents if a child at camp has been diagnosed with a contagious condition, and their name will remain anonymous. We also expect that you will inform us if your child has a contagious disease so we can inform the other parents as 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.

MEDICAL AUTHORIZATION & EMERGENCY PROCEDURES

- The YMCA is permitted to administer medication only as prescribed by a physician. Medication must be in its originally labeled 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 to sign a medical release form.
- If your child is injured during camp hours, we will handle minor scrapes, scratches and bruises, but we will call you if there are any questionable or serious injuries. The YMCA does not provide insurance.

NO BABYSITTING

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



SPECIALTY CAMPS

The YMCA holds specialty camps throughout the summer. These camps are listed below. Camp counselors will escort campers to their specialty camps. On the weeks that there are field trips, campers will be expected to attend the field trip, not the last day of specialty camp. The cost is an additional \$42 per camp. Specialty camps will be paid in full at the time of registration.

SPECIALTY CAMPS	DATE	TIME	AGE/GRADE
Cheerleading Camp	June 17th-21st	9:00-11:30am	K-6th
Swimming Fundamentals	June 17th-21st	10:00-11:00am	Ages 7 & Up
FC Galesburg Soccer Camp	June 24th-28th	9:00-10:00am	PreK-1st
FC Galesburg Soccer Camp	June 24th-28th	10:30am-12:00pm	2nd-5th
FC Galesburg Soccer Camp	June 24th-28th	1:00-2:30pm	6th-8th
Premier Basketball Camp (Morning Session)	July 8th-12th	9:00-11:00am	K-8th
Premier Basketball Camp (Evening Session)	July 8th-12th	5:30-7:30pm	K-8th
Art Discovery Camp	July 15th-19th	11:00am-1:00pm	Ages 7-12
Gymnastic Fundamentals Camp	July 22nd-26th	9:00-10:00am	K-1st
Gymnastic Fundamentals Camp	July 22nd-26th	10:00-11:00am	2nd-3rd
Gymnastic Fundamentals Camp	July 22nd-26th	11:00am-12:00pm	4th-5th
Flag Football Camp	July 22nd-26th	9:00-9:45am	PreK
Flag Football Camp	July 22nd-26th	10:00-11:00am	K-2nd
Flag Football Camp	July 22nd-26th	11:15am-12:15pm	3rd-5th
Girls' Volleyball Camp	July 29th-August 2nd	9:30-10:30am	5th-6th

SWIM LESSONS

Swim lessons will be offered on non-field trip weeks for an additional cost. Lessons will be Monday through Friday from 10:00-10:45am. Campers will be escorted by camp staff to their lesson.

The YMCA 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. Campers can be enrolled in as many weeks of swim lessons as desired. Space is limited. The cost is \$20 for Y Members; \$38 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.

We thank you for choosing the Knox County YMCA!