

# Fox Valley Family YMCA

## Summer Camp 2010 "Camp of Champions"

### Parent Handbook

Every kid is a Champion at the YMCA!



#### **Our Mission:**

The mission of Fox Valley Family YMCA is to put Christian principles into practice through programs that build healthy spirit, mind and body for all.



#### **Fox Valley Family YMCA**

Central Branch ~ 3875 Eldamain Raod, Plano, IL 60545 6305524100  
West Branch ~ 707 S. Main Street, Sandwich, IL 60548 815-786-9998  
[www.foxvalleymca.org](http://www.foxvalleymca.org)

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## Emergency Contacts

Genevieve Wilson - School Age Child Care Director	(630) 552 - 4100 ext 233 (630) 885 - 2835 gwilson@foxvalleymca.org
Christine Jepsen - CFO - Interim Executive Director	(630) 552 - 4100 ext 238 cjepsen@foxvalleymca.org
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Theresa Wasson - Afternoon Assistant	twasson@foxvalleymca.org

## The Fox Valley Family YMCA Day Camp 2010

Welcome to the Fox Valley Family YMCA Day Camp Program! Our goal is to provide quality child care to the families in our community. Children who attend this summer must be 5 years old and no older than 15 years old. This parent handbook is designed to give you information regarding summer camp and should prepare you and your camper for the ultimate day camp experience.

We have fun weekly themes, field trips, arts & crafts, sports and swimming. We are so happy that you have chosen our YMCA Day Camp Program for your child!!

This summer will be packed full of fun, character building experiences for your child!!!

### Camp Hours

Monday - Friday  
6:30 a.m. - 6:00 p.m.

On Field Trip Days, parents **MUST** have children at the day camp location by 8:00 a.m. unless otherwise notified by staff.

### Sign In / Sign Out

Parents must sign your child in and out of camp everyday. Children will not be allowed to walk or ride their bikes home. Only authorized adults with picture IDs are allowed to sign a child in or out!



We build strong kids, strong families, strong communities.

## **What to Bring to Camp**

- \* Swimsuit, Towel and Sunscreen
  - \* Water Bottle Disposable - Name On It
  - \* YMCA provided back pack with name on it
  - \* A Great Attitude!!
- The YMCA will provide an Afternoon Snack!!!*

## **What NOT to Bring to Camp**

- \* Personal Items such as:  
    Gameboys, IPODS, Trading Cards, Etc
- \* Items of Value to you or your child
- \* Water Guns (unless notified)
- \* Money (unless notified)

*The YMCA is not responsible for lost or stolen items!*

## **Updating Your Child's Records**

It is the parent's responsibility to inform in writing the School Age Child Care Director of any changes to the Enrollment information, billing, phone numbers or other important information.

## 2010 Summer Camp Fees

### 1st Child

\$35 One time Registration Fee (Non Refundable)

#### Member Tuition

Daily	\$39
Weekly	\$136
C.I.T	\$82

#### Non Member Tuition

Daily	\$78
Weekly	\$272
C.I.T	\$164

### 2nd, 3rd & 4th Child

\$10 One time Registration Fee (Non Refundable)

#### Member Tuition

Daily	\$34
Weekly	\$116
C.I.T	\$ 77

#### Non Member Tuition

Daily	\$68
Weekly	\$232
C.I.T	\$154

>> Payments are due in full on **FRIDAY** for the upcoming week. Payment will be considered **late on Saturday** and will be assessed a **\$10 late fee**.

>> Payments will not be pro - rated due to absences, holidays, inclement weather.

>> A fee of \$15 will be assessed to all returned checks.

## 2010 Day Camp Payment Schedule

Week #	Week Of	Payment Due
1	June 14	June 11
2	June 21	June 18
3	June 28	June 25
4	July 5	July 2
5	July 12	July 9
6	July 19	July 16
7	July 26	July 23
8	August 2	July 30
9	August 9	August 6
10	August 16	August 13

**\*Activity Days will run before June 14 and after August 16, while the kids are out of school\***

## **Third Party Payments (Such as DHS, DCFS, etc.)**

When a third party is paying either partial or full child care payments, parents are responsible to keep all paperwork up to date. If paperwork is expired and we do not have a current approval letter stating the amount they will be paying, you have the choice to pay the child care payment in full or your child care will be suspended until we receive an approval letter. Also if the third party does not pay for the full amount of child care it is the parents responsibility to pay the remainder. If you have questions please contact Genevieve Wilson, School Age Child Care Director.

## **Late Pick Up Fees**

Summer Camp Ends at 6:00 p.m Parents whose children remain past 6:05 p.m. must pay overtime fees as follows; \$1.00 per minute past 6:05 p.m. will be added to your child's account if picked up late. Child care services may be withdrawn if your child is picked up late three or more times.

\*If your child has not been picked up by 7:00 p.m. and the School Age Child Care Department has had no contact with the parents / guardians, the proper authorities will be contacted.

## **Day Camp Cancellation, Transfers & Credits**

- 1.) A \$10 service charge applies on all eligible credits/refunds
- 2.) Credits/refunds are non transferable.
- 3.) Credits may be carried forward for a maximum of SIX months from the issue date.
- 4.) Fees paid for programs cancelled by the YMCA will be made available for full credit or refund.
- 5.) Program cancellation by a participant
  - Must be in writing and will be subject to a service charge as listed in #1 and processed as a credit as follows:
    - Cancellation at any time up to 5 days prior to the first class meeting = full credit minus service charge.
    - Cancellation any time within the 5 days prior to the first class meeting = 50% credit minus service charge.
  - Cancellation at the first class meeting or after does not qualify for a credit or refund, except if a doctor's note can be provided, as stated below.
  - If cancellation due to involvement in another YMCA program, full credit will be given.
  - If cancellation due to injury/illness, must be made in writing with a detailed legible doctor's note attached. Only prorated credits for 5 or more class/program meetings will be considered and are subject to a \$10 service charge.
- 6.) In the event that equipment or uniforms have been ordered, an additional fee will be charged to cover those costs and the participant will still receive the equipment or uniform.
- 7.) Prior to registering, individuals are encouraged to contact the program director for concerns, time conflicts or necessary evaluations.
- 8.) Due to limited facility availability, makeup classes will no longer be available when a participant is absent from class. Cancellation Policy is subject to change. Classes are subject to cancellation due to low enrollment.

## Hot Lunch Menu

*\$4/ day (additional fee)*

### MONDAY

Cheeseburgers & Fries

### TUESDAY

Italian Beef

### WEDNESDAY

Hot Dogs & Fries

### THURSDAY

Ham & Cheese Sandwich

### FRIDAY

Cheese Pizza



## Weekly Themes

<b>Week 1</b>	<b>Welcome to Summer Camp!!</b>
<b>Week 2</b>	<b>Holidaze</b>
<b>Week 3</b>	<b>All About Me</b>
<b>Week 4</b>	<b>Salad Dressing Week</b>
<b>Week 5</b>	<b>Splish Splash Week</b>
<b>Week 6</b>	<b>Creative Campers</b>
<b>Week 7</b>	<b>Celebrations of Nations</b>
<b>Week 8</b>	<b>Gettin' Dirty</b>
<b>Week 9</b>	<b>Futuristic Fun</b>
<b>Week 10</b>	<b>Best of the Best</b>

## Field Trips

Occasionally, campers and staff will embark on field trips to local attractions along with our scheduled themed field trips. Staff will take attendance sheets, medical information and a first aid pack. Head count will be taken before we depart, when we arrive at our destination and when we depart. Campers will be supervised by YMCA Staff while on the trip.

## General Camp Policies

### Picking Up Children

Parents or listed adults must come into the YMCA and sign the children out. All adults must have a photo ID on them.

### Health Policy

The YMCA Day Camp programs are equipped to care for children who are in good health. Children may NOT attend the program if they exhibit any of the following symptoms:

- >> Fever of 100 degrees or more
- >> Vomiting or Diarrhea
- >> Severe nasal or eye discharge
- >> An unidentified Rash
- >> Contagious disease (chicken pox, measles, lice or ring worm)
- >> Pink Eye
- >> Ingestion of antibiotics in the last 24 hours
- >> Obvious stress or discomfort.

*If a child is prescribed antibiotics the child must be on the medication for at least 24 hours before returning to the camp program. If your child has a communicable disease, please notify the camp director as soon as possible. If a camper becomes ill while at camp, parents will be contacted to make necessary arrangements to pick up the child.*

Your child may return to camp when:

- >> 24 hours has passed since initiating antibiotics, any vomiting and diarrhea, and the child has been fever free without the aid of medication.
- >> Nasal discharge is not thick, yellow or green
- >> A rash has subsided or a physician has determined that it is not contagious
- >> Head lice / nits have been treated and there is no sign of nits
- >> Ring worm has been treated and covered.

### Injury Policy

Camp staff will treat routine scrapes and cuts. In all cases of serious illness or accident the School Age Child Care Director will contact the parent or guardian. In the event they cannot be reached, the signed authorization on the child's health form will allow the YMCA to secure prompt treatment. Injuries requiring ambulance service and medical attention are the financial responsibility of the parent or guardian.

*Depending on the severity of the incident the paramedics may not give us the choice, at this point the children are taken to Valley West in Sandwich.*

## **Medication Policy**

All prescribed oral or topical medication for the camper, which must be administered during the program hours, requires written permission from the parent and written instructions from the physician or dentist. The medication must be in its original container labeled with camper's names, dates and the amount and frequency of dosage clearly labeled. Medication forms must accompany prescription. Under NO circumstances are campers allowed to administer their own medication.

## **Behavior Management**

### **General Guidelines**

Guiding the behavior of children, helping them develop core values, and building healthy personalities are important tasks that adults must take seriously.

### **YMCA Camp Rules**

- >> Show Respect for yourself and others
- >> Speak for yourself, not for anyone else
- >> Use put ups, not put downs
- >> Listen and others will listen to you
- >> Play safely and fairly
- >> Follow facility and pool rules

Other rules will include basic playground rules and any risk management policies needed at camp sites.

### **Dismissal from the Program**

Children are entitled to a pleasant and harmonious environment at the YMCA Summer Camp Program. We cannot serve children who display chronically disruptive behavior.

*Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, runs off from the program area ignores or disobeys the rules which guide behavior during program time.* If a child cannot adjust to the Program setting and behave appropriately, then the child may be discharged from the program.

If at any point during the program a child/parent endangers another child and/or staff member, depending on the severity we have the authorization to suspend the child from the program immediately.

If payments are not made in a timely manner your child will be unable to attend the program until tuition is paid in full.

If your child is picked up late 3 or more times it may result in dismissal from the program.

