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FOR HEALTHY LIVING
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LET'S MAKE MEMORIES

**Y Kids' Care 2019 Parent Handbook
BELVIDERE FAMILY YMCA
SUMMER CAMP PROGRAM**



MAKE MEMORIES WITH US THIS SUMMER!

DEAR PARTICIPANTS AND FAMILIES,

Welcome to the Y Kids' Camp program for 2019! We look forward to the upcoming summer to make new friends and see all those familiar, returning campers.

The YMCA knows that you, as a parent/guardian, have many options available when it comes to the care of your child and we appreciate the opportunity to serve your family through this program. Thank you for joining us!

The Y Kids' Care Summer Camp program and its staff are committed to providing a quality care experience for your child. We strive to provide opportunities for growth in spirit, mind, and body that emphasize fun and focus on the social, physical, emotional, and leadership development of your child. Our camp operates on a curriculum that contains a combination of fun, physical, and educational activities aimed at creating a safe, welcoming care environment and increasing the overall well-being of your child.

In all interactions and activities our staff model and teach the Y's Core Values of Caring, Honesty, Respect, and Responsibility. The YMCA Counselors take the time to listen and make every child feel included as they learn, play, and grow at our program.

This handbook is provided to help answer any questions you may have regarding our program policies and procedures. If you have any further questions or concerns, please give our staff a call at 815.547.5307 or e-mail our child care coordinator at mnellis@belviderefamilyymca.org

Please read on for more information on how to prepare your child for Summer Camp.

Sincerely,

Mel Nellis | Child Care Coordinator

GET IN THE KNOW – PROGRAM OVERVIEW

TEAM LEADERS

Our YMCA counselors and staff

TEAM PINK

Our Kindergarten and 1st grade group

TEAM YELLOW

Our 2nd and 3rd grade group

TEAM BLUE

Our 4th and up group



LOCATIONS

BELVIDERE FAMILY YMCA

Ages: 5 – 13 Years Old (Children must complete a year of kindergarten).

Belvidere Family YMCA
220 W. Locust Street
Belvidere, IL 61008

CAMP HOURS

AM DROP OFF

5:30AM-9:30AM

(If your child will be arriving at a later time, please notify staff)

PM PICK UP

3:30PM-6PM

(If your child will be leaving at an earlier time, please notify staff prior to pick up)

CURRICULUM QUESTIONS?

Contact Mel Nellis at mnellis@belviderefamilyymca.org

ONGOING PROGRAMS

GARDEN CLUB (MUST SIGN UP)

Through the University of Illinois Extension, students in Garden Club will gain and develop gardening skills and knowledge of plants as they maintain our garden alongside Master Gardener volunteers. Only 20 slots available!

SWIMMING

Through the Belvidere Family YMCA, students will have the opportunity to swim in our indoor pool and William Grady Pool. Please send your child with a swim suit and towel so they can participate.

PARTNERSHIP WITH THE NORTHERN ILLINOIS FOOD BANK

Cold suppers are provided to all participants at no additional cost through the Belvidere Family YMCA's partnership with the Northern Illinois Food Bank. Monthly menus are posted at sites. Please notify staff of dietary restrictions.

AG IN THE CLASSROOM

The Boone County Farm Bureau will provide volunteers to teach campers about agriculture each week through hands on, interaction lessons.

SERIOUSLY STEM PROGRAM

Students will be engaged in weekly hands on lessons focused on the fields of Science, Technology, Engineering, and Math led by YMCA staff.

BELVIDERE Y SUMMER CAMP 2019 | FUN-FILLED WEEKLY SCHEDULE

WEEK 1: SHIPWRECKED

Field Trip: Bowling @ Glo Bowl (THURSDAY, JUNE 6)

WEEK 2: DINOSAUR ROAR

Field Trip: Burpee Museum (TBD)

WEEK 3: ANIMAL ADVENTURE

Field Trip: Secret Life of Pets Movie @ Showplace 16 (THURSDAY, JUNE 20)

WEEK 4: 5 SENSES

Field Trip: Boone County Museum Scavenger Hunt (THURSDAY, JUNE 27)

WEEK 5: OPERATION CREATE

WEEK 6: CREEPY CRAWLIES

Field Trip: DISCOVERY CENTER (WEDNESDAY, JULY 10)

WEEK 7: JULY HOLIDAY JUMBLE

WEEK 8: WET & WILD

WET & WILD DAY (THURSDAY, JULY 25)

WEEK 9: FORECAST FUN

WEEK 10: FUN & FITNESS

Field Trip: Skateland (TBD)

WEEK 11: ONCE UPON A TIME

Field Trip: GAR South (THURSDAY, AUGUST 15)

***Field trip dates are tentative and are subject to change**

SUMMER CAMP REGISTRATION POLICY

How Do I Register?

Registration can be completed...

- online at <http://www.belviderefamilyymca.org/>
- in person at the Belvidere Family YMCA office
- over the phone at (815) 547-5307
- Children receiving state funding are automatically registered at the beginning of each month.

Registration FAQs

- You can (and MUST) register for all weeks of summer camp.
- You do not have to pay at time of registration if you are doing a daily drop in, but you must pay when you pick your child up from care.
- If you register a child for a day of care and they are not able to attend due to illness, activity, etc. please contact the YMCA office (815) 547-5307 or e-mail the Child Care Coordinator (mnellis@belviderefamilyymca.org).
- Unsure of whether your child has been registered? You are always welcome to check in with our office staff in person or by phone (815) 547-5307.

3 Strike Registration Policy

- *Strike 1:* The first time a child is sent to our program without being registered, a registration reminder will be received by the parent/guardian. The child will still be able to attend the program.
- *Strike 2:* The second time a child is sent to our program without being registered, a warning letter will be issued. If the child is not registered for the program within a 24 hour period of receiving the warning letter, the child will not be able to attend care until they have been registered.
- *Strike 3:* The third time a child is sent to our program without being registered, the child will not be able to attend the program that day and will be excused from our program.

If you have any questions regarding registration you are always welcome to contact our office at (815) 547-5307.

OUTDOOR ACTIVITIES POLICY

Our program is partially an outdoor-based program. To ensure every child can fully participate in all outdoor and indoor activities, campers must bring suitable clothing for all types of weather. Please send your child in closed toed shoes.

POOL POLICY

Pool rules are discussed on the first day of the program and throughout the school year. Children will be swimming at our onsite indoor pool twice a week.

Children who wish to swim in the deep end will need to take a swim test to determine their skill level. The test is given by the Aquatics Director. If the test is not passed, the camper will not be allowed to go in the deep end.

Children who need assistance of a flotation device while swimming will not be allowed to take the swim test. We offer and encourage families to take part in swim lessons. Please ask the staff for more information if you are interested in this service.

DROP OFF & PICK UP PROCEDURES

Upon arrival, please go directly to the sign in table located in the Social Room.

Upon pickup, please go directly to the sign in table or out in the backyard (if the students are outside playing) and sign your child out for the day.

All parents/guardians must accompany their child in to the Y to sign them in and out. Please check for updates with staff upon pick-up.

Individuals signing a child in and out must be over the age of 18, unless approved by a parent/guardian.

Campers are not to be dropped off before 5:30AM and must be picked up by 6PM.

After 6PM there is a \$5 charge per family for each 15 minutes past care time. The additional charge is payable to the Y at the time the child is signed out.

Only those individuals specified on the registration form under authorization of release are able to pick up your child from camp. If staff are unsure of who the individual is, they will request a photo ID.

If a different person will be picking up your child, please let us know ahead of time. Please note that the individual will be required to show a photo ID to staff at the time of pickup.

If your child is a regular program attendee and will not be attending for a day of care, please leave a message with the front desk at 815-547-5307 or email the child care coordinator at mnellis@belviderefamilyymca.org.

NUT FREE ZONE

Due to allergies in our program, peanuts and tree nuts will not be allowed in lunches or snacks. Please do not send your child with foods that contain these allergens so that our campers can be safe this summer.

LUNCHES

Due to limited refrigeration space, we will not be able to store camper lunches in the fridge this summer. Please provide cold packs or a frozen beverage to keep lunches cool. Lunch is served between 11AM and 12PM each day.

STORAGE

Campers will receive labeled storage cubbies to store their bags, sunscreen, lunch bags, swimsuits, and water bottles as they are available. Wall hooks are also available for additional storage space.

DIVERSITY STATEMENT

It is the policy of the Belvidere Family YMCA to provide equal opportunities to all in the community, to provide programs that are accessible and to administer its programs in a manner that does not discriminate against any person because of race, creed, color, religion, sex, national origin, handicap, age, political affiliation or citizenship.

MEDICAL PROCEDURE POLICY

All student information forms must be completed before registration to reserve your child's spot at our program. Forms can be found on the Y's website or at the front desk. Students cannot attend our program without new forms being completed/updated.

We are only able to accommodate and treat minor first aid injuries in the Before/After School Program setting. If a student is unable to resume participation in their activities, parents will be notified to pick up the student or in the case of major/sudden illness or injury, emergency services will be utilized.

If your child has any serious medical conditions or behavioral concerns, please discuss them with the Child Care Coordinator (Mel Nellis) prior to the first day of program attendance.

If your child needs to take medications during program hours please indicate this on the student information form. Please contact the Child Care Coordinator (Mel Nellis) prior to the first day of program attendance if you have any questions about these forms.

If your child has an Epi-pen or an inhaler, please label it and give it to the program staff.

All medication must be labeled and given to program staff with a doctor's note and directions for dispensing. Medications will not be dispensed without proper documentation from your child's doctor.

All medication will be kept in a lock box behind the YMCA front office counter for the safety of all individuals. If you need to pick up your medication or prescription bottles, please inquire at the front desk.

EMERGENCY EVENTS

The campers will practice different emergency drills with the staff at the Y. We want to ensure that children are prepared in case of an emergency.

If an emergency occurs where the campers need to be removed from the building they will be relocated to the Community Building, located at 111 W. First Street. Families will be notified if the campers are relocated there.

BEHAVIOR MANAGEMENT

It is the Y's goal to provide a safe, secure, and healthy environment for all children who attend our program. The Y program emphasizes the six core values when working with students who attend our program:

- To respect all students and staff
- To take responsibility and be accountable for one's own actions
- To make honesty the basis for all relationships and interactions
- To care for ourselves and those around us
- To treat each other equally despite our differences
- To include all students in program activities

Counselors have a support network of supervisors to aid them in certain situations or concerns that may arise.

The staff will use positive reinforcement as much as possible with the campers. If a disciplinary need arises, campers will be placed in either individual or group time outs. Certain behaviors may result in a write up. Continued misbehavior or severe acts of misconduct by a camper may result in immediate excusal from the program.

We will not hesitate to quickly inform parents/guardians of their camper's behavior if it disrupts the program (fighting, bullying, swearing, stealing, hitting, biting, disrespect, non-compliance, and general misbehavior). If a solution is not found the camper will be sent home and there will be no refund of camp fees.

In certain circumstances, we will be forced to withdraw children from our camp. Depending on the severity of the circumstances, notice may be waived. Refunds

will not be issued in this instance. The following circumstances may warrant immediate termination:

- Any destructive, violent behavior by a child that is harmful to the child, other children, staff and/or property
- Assault or threat of assault by parent/guardian or camper to campers, other parents/guardians or staff
- Parent/Guardians' use of abusive language or any inappropriate behavior towards others
- Non-compliance with the policies and procedures of the site
- Non-payment of fee, an outstanding balance, or failure to follow registration policies.
- Consistent lateness picking up of a child

Please note that depending on the situation your child may be temporarily suspended from the program and the parents will be required to find alternate arrangements. Suspension dates cannot be chosen by the parent/guardian.

LIABILITY WAIVER

I am aware that participation in the Belvidere Family YMCA summer camp has some inherent risks and injury can occur. On rare occasions, these injuries can be serious. In consideration of my child(ren) being allowed to participate in the summer camp, I, the parent/guardian, assume the risk of all injury and agree not to sue the Belvidere Family YMCA, the directors, officers, employees, independent contractors, sponsors, partners or volunteers for any and all injuries caused by or resulting from participating at the Belvidere Family YMCA *(You will sign this on the camp enrollment form)*.

**Find us on
Facebook!**



Did you know the Y has a Facebook page?

Follow the Belvidere Family YMCA for updates on camp, YMCA, and community events. Pictures from our activities each week will be posted on the following Monday!