

# Central City Summer Day Camp



Funded By Joliet Township Government

# 2009

# Parent's Manual

Sator Sanchez School Site

1101 Harrison Ave  
Joliet IL, 60432

Lynne Thigpen School Site

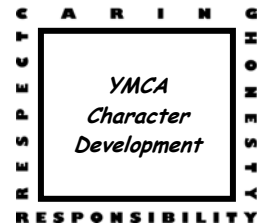
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United Way of Will County





# PARENT/CAMPER HANDBOOK

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Dear Parents and Campers:

Welcome to Central City Summer Day Camp! We are glad that you have chosen our quality program to meet your needs this summer. Our staff will soon have the opportunity to prove to you that you made the right decision!

Central City Camp is unlike any camp experience in the area. **Funded by the Joliet Township Government**, our staff works months in advance to prepare for a successful 8-week summer program for children in our community. Many hours have been spent planning, preparing, and creating new program areas to give children a summer camp experience with lasting memories.

This handbook was created with your concerns in mind. We try to remain as consistent as possible from year to year, but there are always new issues we need to address to families enrolling in our Summer Camp Program. It is our hope that you find this handbook useful in easing any concerns that you and your child may have, as well as fully understanding the policies and procedures at Central City Summer Day Camp.

We are excited that summer is here, and look forward to a safe summer full of activities with our campers. Again, welcome to the Joliet YMCA family, and thank you for your commitment to our program. With your help, we now have the opportunity to build strong kids, strong families, and strong communities.

Sincerely,

Maurice Fears  
Executive of Outreach

**Central City YMCA Mission Statement:** To put Christian principles into practice by developing relationships among all persons and providing programs that build healthy spirit, mind, and body.

**Central City Summer Day Camp Goals:** Our goal is to enrich children through a positive and rewarding summer camp experience. A healthy spirit, mind, and body will be the directive, as well as to build internal and external assets, thus enriching life experience and the learning process.

**About Our Staff:** We hire mature and enthusiastic staff to help us provide a quality, safe and enjoyable program for all involved. All staff are trained to work with children in a Summer Camp, as well as trained in CPR/First Aid, Child Abuse Prevention, and Blood borne Pathogens. A criminal background check and reference checks have been conducted, documented, and filed on all staff. The majority of our staff are college age and above, and have a passion for working with children.

**Hours and Days of Operation:** The Central City Summer Day Camp begins at 9:00am and lasts until 3:00pm, Monday thru Friday.

The Central City YMCA offers 8 weeks of Summer Day Camp. Camp dates are listed below:

Week # 1: June 15 - June 19

Week # 2: June 22 - June 26

Week # 3: June 29 - June 30\*

Week # 4: July 6 - July 10

Week #5: July 13 - July 17

Week #6: July 20 - July 24

Week #7: July 27 - July 31

Week #8: Aug 3 - Aug 7

**\* No camp Wed. July 1st thru Fri. July 3, 2009\***

**Camper Sign in/Sign Out Procedures:** Campers must be signed in/out by a parent/guardian or an individual 18 years or older who is listed on the authorization form. Parents/Guardians may be asked to provide a picture ID, which allows access to the Central City YMCA camp sites to pick up a child. This must be presented to the staff person sitting at the check in/out table. To avoid any confusion and frustration, please have your ID with you. All campers are encouraged to be there at 9:00am. Please do not drop your child off no earlier than 9:00am. Parents wanting to pick up their child before 3:00pm will need to let the camp staff know in writing at the beginning of the day. This will allow us to keep children easily accessible for pick up. Repeated late pick-ups may result in removal from the summer camp program. Please be considerate of our staff and the school facility schedule.

**Sign In/Pick-up Location:** Please check with staff on the first day of camp to locate the correct drop off and pick up location. This location will be used for all drop offs and pick ups for the entire camp. Adults MUST sign in children each day.

**Early Pick-up:** Should you need to pick up your camper before 3:00 pm we will require a written note from you that morning (or earlier, if possible) specifying what time you'll be arriving for your child.

**Parking Policies:** Since the majority of parents/guardians will be responsible to drop off and pick up their child from camp, it is very important to state our parking lot policies!

**\*PLEASE DO NOT Double Park along side of another car. (It is not safe, and is frustrating for other drivers.)**

**\* PLEASE DO NOT drive cars into the play area or around any gates. (This too is not safe)**

**Withdrawn or Dismissed from Camp:** There will be no refunds for campers who are withdrawn from camp by their parent or campers who have been dismissed for either Late Pick-Ups or behavior situations. Also campers can be dismissed from camp for repeated offences of camp policy. There will be no refunds available.

**Refund/Credit Policy:** Due to extensive scheduling for staff, activities, and materials, we will not be able to refund any camp fees.

**Transportation Information:** The Central City YMCA owns buses that will be used to transport campers. We will transport campers to field trips and to the Smith Family YMCA 1350 S. Briggs St. and the Galowich YMCA 749 Houbolt Rd. for swimming and other activities. At no time may campers be transported in a staff vehicle before, during or after camp.

**Field Trip Information:** Field trips are a major part of our Camp Program. We feel that we have chosen destinations that are age appropriate for our campers. It is very important that campers are prepared for the day, and arrive at camp on time on field trip days. Campers who arrive after the bus has left will have to stay at the camp site. All campers are required to wear their camp T-shirt on field trip days. There will be times when the destination will change at the last minute due to circumstances beyond our control. We will try our best to make parents aware of these changes as soon as possible. We schedule field trips to return to the School Camp Sites no later than 3:00pm. There may be times when the bus is late due to traffic, issues on the trip, or situations we cannot control. We hope this does not happen often, but if it does, we ask that parents be understanding about this matter.

**Bus Rules:** All Central City YMCA staff will be enforcing the rules listed below when our campers get on the bus. Please make sure that your child is well aware of what is expected of them when they step foot onto the bus during camp.

- \* Do not leave your seat while the bus is moving.
- \* Remain in the bus during a road emergency until the driver has given directions.
- \* Keep hands, arms, head, and feet inside the bus at all times.
- \* Do not throw anything out of the bus windows.
- \* Treat bus equipment as you would treat your own belongings. Never tamper with the bus or any of its equipment.
- \* No food, drink, candy, or gum is permitted on the bus at any time.
- \* Voices must be kept low at all times. The bus driver needs to be alert at all times, and loud voices may cause confusion.
- \* Be sure to take all belongings with you when you get off the bus. The YMCA is not responsible for lost or stolen property.
- \* The bus driver will have the final authority on the bus regarding rules, regulations, and policies. Campers are expected to follow these rules.

**Camper Dress:** A camper's clothing should reflect good taste and concern for the values and standards of all campers enrolled at Central City Summer Day Camp. Campers may be asked to change their clothes if deemed inappropriate by the Central City Camp Staff.

**Inappropriate dress includes, but not limited to the following:**

- Hats worn backward or to the side
- Short shorts
- Clothing promoting alcohol, drugs, or tobacco products
- Provocative clothing and bare midriff

**Clothing which is recommended includes:**

- T-shirt or sweatshirt (depending on weather)
- Shorts or jeans (depending on weather)
- Gym shoes that tie

**Summer Camp T-Shirts:** All campers will receive one Central City Day Camp Shirt that is to be worn on field trip days. Additional camp shirts may be available to purchase for \$10 each. Any camper who does not wear a camp shirt on a field trip day will not be allowed to go on the field trip.

**Lunch and Snacks:** Lunch is provided daily. If desired so campers may bring their own lunch. All Campers must bring their all field trip days. Please make sure appropriate snacks and drinks are provided.

**Candy Sales:** Each school camp site may elect to sell candy, chips, cookies and other items. These items will range from .10 cents to \$1.00. The campers may buy items at Lunch time and at the end of the day.

**Swimming:** Each camp site goes swimming twice a week. One day is for the girls and one day for the boys. Only swim trunks and swim suits are allowed in the pool NO SHORTS. Girls may wear a plain white t-shirt over their swim suit if they desire. If your child does not want to go swimming on their designated day they must stay home or be picked up early from camp (12pm). Because we have the boys and girls swim separately. There is always a lifeguard on duty. Bubbles, and other floatation devices are available. Please send a towel, swim cap (girls), and goggles (if necessary). Lifeguards have the final authority in the pool area, and violation of pool rules will result in a suspension from camp. This is for the safety of all the children

**Illness and Injury Policies:** With each child's welfare in mind, we ask parents not to send a child to camp if he/she is sick or has a fever. We also ask that if a child has an injury that may affect their positive Summer Camp experience that parents do not send their child to camp. Campers are asked to participate in a wide variety of activities each day and if they are injured or ill, they may not feel up to or have the ability to take part in planned activities. If a child becomes ill or injured during camp hours, appropriate measures will be taken. Parents/guardian will be contacted and asked to pick up their child from the school camp sites. In the event that we are unable to contact the parent or guardian, we will review the emergency contact information to locate one of your designees who can pick up the child.

If your child is injured at camp, the Program Manager will take whatever steps necessary to obtain emergency care, and try to make your child as comfortable as possible. We will then seek to contact the child's parent/guardian. If a camper is suspected to have head lice/ring worm, we will conduct a check on all campers as a precaution. Head lice/ring worm is unfortunately common when there are large groups of children, and in order to prevent a major breakout at our facility, no camper with head lice/ring worm may be in our care. A child may return to camp after treatment. Evidence of treatment includes no lice/ring worm, clean hair and scalp, and a note from a parent or child's physician stating treatment used.

**Medications:** Any medications given to a child during our Summer Camp Program must be in its original container. Our staff will only dispense prescription medication. We will not distribute medicine to control a fever or relieve pain. The Central City YMCA staff will not be allowed to give the first dosage of medicine to a child. If a child needs to take medication in our care, the parent must complete a Request to Dispense Medication form. This information must also be listed on the enrollment form. For campers that have asthma, please be sure to send along an inhaler. Campers will be required to carry their own inhaler unless otherwise noted by a parent. Many children who have asthma know best when they need to use their inhaler, and will be supervised by a camp counselor. All medications will be labeled and locked up. Please be very specific when giving us information regarding your child's medication, as each camper's health is important to us.

## **The Central City Summer Day Camp Policies**

Please read the following pages carefully; feel free to contact the day camp staff with any concerns. The issues listed are ones that seem to be concerns throughout the summer.

**Civil Disobedience or Camper Disruption:** Camper conduct, either individually or in a group that is intentionally disruptive to or designed to be disruptive to the normal operation of the camp program may result in being sent home and/or suspended from the camp. Conduct includes, but is not limited to the following:

1. Starting arguments with staff or campers.
2. Refusing to cooperate with camp staff
3. Destruction of Central City YMCA or school property
4. Harming a camper or staff member

**Corporal Punishment:** The Central City YMCA DOES NOT use corporal punishment as a means to discipline campers. See page 12 for details on the YMCA's behavior management policy.

**Dangerous Weapons:** Items that campers bring to camp that may cause harm or are deemed potentially harmful will be confiscated. Bringing such items to camp may result in suspension or removal from Central City Summer Camp for the summer. Items will not be returned to the camper, but to a parent after a meeting with the Program Manager.

**Fighting:** The staff of Central City Summer camp will not tolerate verbal or physical abuse between campers. Physical or verbal fighting, degrading, making fun of others, demeaning, or threatening other campers or staff will not be allowed. Any campers involved in these sorts of activities will be subject to discipline, and may be sent home for the day, suspended from camp, or removed from the program.

**Deceitful Activity:** Any camper who lies to or tries to deceive camp staff will be subject to disciplinary action.

**Intimidation/Bullying:** Any camper found to be harassing, making fun of, or intimidating another camper is subject to disciplinary action and may be sent home from camp.

**Obscenity:** Obscene, profane, or vulgar language written, oral, or expressed by symbols is not tolerated. Being respectful to staff and campers is important and expected. Any camper who violates this policy is subject to disciplinary action, and may be sent home from camp.

**Gangs:** Campers must refrain from any gang activity while in camp. No camper shall wear, possess, use, distribute, or display clothing, jewelry, or other things, which are evidence of membership or affiliation in a gang. Any act or omission, or use of speech, either verbal or non-verbal, showing membership or affiliation in a gang will be grounds for disciplinary action, up to and including removal from camp.

**Gum Chewing:** Gum chewing contributes to higher maintenance costs, creates unsanitary conditions, and has a negative effect on camp decorum, other peoples' clothes, shoes, and hair. Campers will not be allowed to chew gum while at camp.

**Paging Devices and Cellular Phones:** Paging devices and cell phones have no place at the Central City Summer Day Camp. Your child will be too busy with daily activities to use these items. They cause distraction among campers and are not necessary. If a parent needs to get in touch with their child in case of an emergency, we ask that they call the School camp site cell phone or page the Program Manager @ (708) 359-1743. You may also call the Smith YMCA @ (815) 726-3939 so they may contact the Program Manager via cell phone.

**Social Conduct:** Camper conduct should reflect concern for others. Camp is not the place for any type of public display of affection. Intimacy and physical contact will be grounds for disciplinary action.

**Stealing:** A camper who steals camp or school property, another camper's or staff belongings is subject to disciplinary action. This could include suspension or removal from camp.

**Vandalism:** Campers committing acts of vandalism or malicious mischief either against camp property or against another camper or staff will be disciplined immediately. Vandalism includes, but is not limited to any type of graffiti in, out, and around the Central City camp sites and school as well as locations, which our campers frequent. Payment to repair damage accrued as a result of vandalism will be the responsibility of the camper's parent/guardian.

**Visitors:** If a parent would like to visit camp, please contact the Program Manager @ (708) 359-1743 to arrange a time to visit. This allows our staff to be prepared, and we can direct you to your child immediately.

**Family Issues:** If there are family issues that may affect the camper in our care, we ask that you make the Program Manager aware of these concerns. These issues will remain confidential, and the Program Manager will only share the information with the necessary people involved with your child. Issues such as custody, legal care arrangements, restraining orders and other additional family concerns are necessary for Camp Administrators to know. Our top priority is the safety of our campers, and we do not want to put ourselves in a position of not knowing these issues.

**Personal Belongings:** Campers will be responsible for all of their own belongings throughout the camp day. We ask that campers refrain from bringing anything of value and anything that may be a distraction from camp. The Central City YMCA Summer Day Camp will not be responsible for items that are lost or stolen at camp. This rule also applies to money brought to camp. Please monitor what your child is bringing to camp to avoid unnecessary problems. We have included a "Camper Check List" on the following page. **All personal belongings should have your child's name clearly printed on them.**

## Camper Check List

**Please be sure to label all of your child's belongings!**

### Required Items:

- \*Cool, comfortable play clothes
- \*Swim suit (swimming)
- \*Towel (swimming)
- \*Gym shoes (no sandals please!)
- \*Complete lunch with drink (on trip days)
- \*Water bottle
- \*Camp T-shirt (field trip days only)

### Optional Items:

- \*Hat
- \*Sunglasses
- \*Goggles (swimming)
- \*Spending money (please limit the amount of money you send with your child. A few dollars is usually more than enough on field trip days.)

### Items to leave at Home:

- \*Tape/CD player
- \*Game boy
- \*Sandals/Dressy clothes
- \*Jewelry, make-up, nail polish
- \***ALL TRADING CARDS!**
- \*Personal toys
- \*Items of value

*The Central City YMCA will not be responsible for items that are lost or stolen.*

**The Central City Summer Day Camp Character Challenge:**  
To accept and demonstrate Caring, Honesty, Respect and Responsibility  
in everything we do.

**Behavior Management Policy:** Central City Summer Day Camp has a Behavior Management Policy that compliments our program by assuring that each camper is safe, learns, grows, and has fun! Whenever possible, our staff will encourage appropriate behavior by positively reinforcing good behaviors. Discipline is carried out in a way that helps a camper develop self-control and assume responsibility for his/her own behavior. The discipline balances firmness and kindness. The policy is based on three overall rules:

- \* A camper may not disturb or hurt others, verbally or physically.
- \* A camper may not damage equipment or camp property.
- \* A camper may not place themselves or others in a dangerous situation.

Our Behavior Management Policy is limited to a few techniques of discipline, the first being rationalization and education. This allows the camper to problem solve and the staff to assist with choices for more appropriate behavior. Another technique will be the removal of a camper from a problem situation in a time out. Removal gives the camper time to calm down, reflect on his/her actions, and the staff the chance to discuss with the camper what happened. Our staff is trained to use a combination of techniques to encourage the best behaviors from our campers.

In the event of a major infraction of the rules, the Camp Site Director will contact a parent/guardian to discuss the issue and if warranted, make arrangements for the camper to be sent home. **Refunds will not be issued for the campers sent home for disciplinary reasons!** Parents please support us in all efforts to help manage and secure a great summer. A sample of expectations is listed on the following page.

**Character Counts! At Central City YMCA Summer Day Camp:**

Camper rules are rooted in the four core values that are at the heart of the YMCA and that we feel every camper can practice and model:

**CARING, HONESTY, RESPECT, AND RESPONSIBILITY**

**CARING**

- \* We care about each other's feelings; we do not tease or make fun.
- \* We take care of the camp equipment so that others can enjoy it too.
- \* We care for the Central City YMCA and school property by keeping it litter free, and by cleaning up after ourselves.
- \* We care about our bodies: NO smoking, alcohol, or drugs.
- \* We care for others by keeping our hands and feet to ourselves. We do not hit, kick, push, or play rough.

**HONESTY**

- \* We try our best to always tell the truth.
- \* We treat each other fairly.
- \* We are honest with ourselves, and ask for help when we need it.
- \* We try to "do the right thing" without being asked or told.

**RESPECT**

- \* We listen to our counselors and other staff members.
- \* We follow directions the first time given when asked to do something.
- \* We speak to each other nicely and with respect.
- \* We ask before touching or taking someone else's belongings.

**RESPONSIBILITY**

- \* We come to camp prepared by bringing what we need.
- \* We leave unnecessary items at home when we come to camp.
- \* We only talk about appropriate topics and use appropriate language.
- \* We stay with our groups where our counselors can see us and know where we are at all times.
- \* We ask permission if we need to leave the group for any reason.

### CENTRAL CITY SUMMER DAY CAMP DONATION WISH LIST:

Many parents ask if there are any items that they can donate for campers to use throughout the summer. We are always willing to accept donations. We have included a list of some of the most sought after items this summer. Feel free to drop them off with any Camp Site Director.

- \* Children's Board Games (with all the pieces)
- \* Puzzles
- \* Fabric, Yarn, Ribbon
- \* Gently used sports equipment
- \* Crayons, Markers, Colored Pencils, Chalk
- \* Buttons, Beads
- \* Cotton balls, Cotton swabs
- \* Rubbermaid Plastic Bottles
- \* Straws
- \* Newspaper
- \* Plastic Bottles
- \* Construction paper, White paper, Lined paper
- \* Baby Food Jars
- \* Old Greeting cards, Playing cards
- \* Paper Towel Rolls
- \* Glue/Glue sticks
- \* Old Keys, Silverware
- \* Magazines (Kid Friendly please!)
- \* Styrofoam (pieces, plates)
- \* Tape (masking, scotch, packing, duct...)
- \* Wood Scraps
- \* Table Cloths (plastic or cloth)

Thank you! We appreciate your generosity.

NOTES...



