



**FIND YOUR FUN.
FIND YOUR Y.**

Summer Day Camp

WELCOME TO CAMP AT WALLIN OAKS ELEMENTARY!

Dear Parents and Campers:

Welcome to YMCA Summer Camp at Wallin Oaks Elementary! We are glad that you have chosen our quality program to meet your needs this summer. There are many camps in this area and our staff will soon have the opportunity to prove to you that you made the right decision!

The C.W. Avery Family YMCA Summer Camp is unlike any camp experience in the area. Our staff works year-round to prepare for a successful 9-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 welcome packet was created with your concerns in mind. It is our hope that you find this packet useful in answering any questions that you and your child may have, as well as fully understanding the policies and procedures at the C.W. Avery Family YMCA Summer Camp, located at Lincoln Elementary School.

We are excited that summer is here, and look forward to a safe summer full of activities with our campers. Again, welcome to the C.W. Avery 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,

James Wagner
Camp Director

Alysia Kottke
Camp Manager

YMCA Mission

The mission of the YMCA is to develop spirit, mind and body. We carry that mission out one child at a time. In keeping with YMCA principles, we believe a child's spiritual experience is vitally important in developing character.

Vision Statement

At the Greater Joliet Area YMCA, we are dedicated to fostering a culture that promotes the goals of accepting, respecting and valuing differences amongst all members, staff, volunteers and guests, and creates a welcoming environment to ensure the YMCA experience is inclusive and open to all.



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DAILY SCHEDULE EXAMPLE

7am-9am	Group Activities
9am-9:15am	Opening Ceremony
9:20am-9:55am	Activity 1
10am-10:35am	Activity 2
10:40am-11:15am	Activity 3
11:20am-11:40pm	Morning Snack
11:45am-12:10pm	Change for Swimming
12:15pm-1pm	Swimming
1:05pm-1:30pm	Change for Camp
1:35pm-2pm	Lunch
2:05pm-2:40pm	Activity 4
2:45pm-3:20pm	Activity 5
3:25pm-4pm	Activity 6
4:05pm-4:25pm	Afternoon Snack
4:30pm-4:45pm	Closing Ceremonies
4:50pm-6pm	Group Activities

WHAT TO BRING TO CAMP (AND WHAT SHOULD STAY HOME!)

The majority of our camp day is spent OUTSIDE! Please make sure to dress appropriately, and leave any unnecessary items at home.

BRING TO CAMP:

- Backpack (labeled with Camper's name)
- Cool, comfortable play clothes
- Gym shoes (no sandals or open toe shoes please!)
- Water bottle (labeled with Camper's name)
- Healthy Lunch (labeled with Camper's name)
- 2 Healthy snacks
- Sunscreen (labeled with Camper's name)
- Swimsuit
- Towel

OPTIONAL ITEMS:

- Hat
- Sunglasses

ITEMS TO LEAVE AT HOME:

Electronics, cell phones, flip flops/open toe shoes, dressy clothes, jewelry, trading cards, toys, items of value

The C.W. Avery Family YMCA will not be responsible for items that are broken, lost or stolen.

***Wallin Oaks Elementary School is located at 15410 South Wallin Drive, Plainfield, IL 60544**

C.W. AVERY FAMILY YMCA

15120 Wallin Drive | Plainfield, IL 60544
(815) 267-8600 | www.jolietymca.org





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GENERAL CAMP INFORMATION

Hours and Days of Operation:

The C.W. Avery Family YMCA Day Camp begins at 7:00am and lasts until 6:00pm, Monday through Friday. The majority of our camp day is spent outside so we ask that you please dress your camper(s) accordingly.

The C.W. Avery Family YMCA Lincoln Elementary location offers 9 weeks of Summer Day Camp. Camp dates are listed below:

Week #1: June 2-6
Week #2: June 9-13
Week #3: June 16-20*

Week #4: June 23-27
Week #5: June 30-July 4**
Week #6: July 7-11

Week #7: July 14-18
Week #8: July 21-25
Week #9: July 28-August 1

*No Camp on June 19

**No Camp on July 4

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. 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. The Greater Joliet Area YMCA facility engages and complies with the background check and clearance procedure through Illinois Department of Human Services CCAP currently available for license exempt CCAP providers.

Summer Camp T-Shirts:

All campers will receive one YMCA Day Camp Shirt that is to be worn on field trip days. Additional camp shirts are available to purchase for \$7 each.

Lunch and Snacks:

Campers are required to bring their own lunch to camp. We recommend that campers bring a brown bag lunch. Please make sure appropriate snacks (one for morning and afternoon) and drinks are provided. Please label your camper's lunch.

IMPORTANT: The vending machines will be CLOSED to all campers for the summer. No child will be allowed to purchase snacks or drinks unless otherwise noted from the Camp Director or Managers.

GENERAL CAMP INFORMATION

Registration Process:

Summer camp registration will take place online. Registration information will be kept confidential; only staff working with your child will have access to this information. If at any time your contact information or other information changes, please inform the Camp Director or Manager. If we do not have all required information, your child will not be able to sign in to our Summer Camp Program. Please note: The Greater Joliet Area YMCA camp program is not licensed or regulated by DCFS.

Parent Communication:

Have a question about camp but don't know where to look? The following list is where we post our most updated information:

C.W. AVERY FAMILY YMCA

15120 Wallin Drive | Plainfield, IL 60544
(815) 267-8600 | www.jolietymca.org





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- Weekly Camp Newsletter: Available on the Friday prior to the week of camp
- Camp Bulletin Board: Located by the sign in/out table
- Facebook: Contains camp photos, Y news and any emergency information (ie changes in fieldtrips or late fieldtrip arrivals)

PAYMENT INFORMATION AND REGISTRATION DEADLINE

Upon registration, weekly camp payments will be scheduled for automatic withdrawal on the Wednesday prior to each camp week.

Cancellation Policy

To avoid penalties, cancellations must be submitted by the deadlines listed below:

- For camp weeks in June (June 2, 9, 16, 23, 30): Cancel by May 1, 2025
- For camp weeks in July (July 7, 14, 21, 28): Cancel by June 1, 2025
- For camp weeks in August (August 4, 11): Cancel by July 1, 2025

Fees & Deadlines

- Cancellations made after the deadline listed above will incur a \$50 cancellation fee per family, per week not canceled on time. This fee will be charged to the payment method on file.
- If cancellation is not submitted by the Monday prior to the start of the registered camp week, the full payment for that week will be charged.
- Registration fees are non-refundable and non-transferable.

To submit a cancellation request, please use this link: [Summer Camp Cancellation](#) . **Cancellation of camp does not automatically cancel membership. Please request both if desired.**

Week #	Payment due	Week #	Payment due	Week #	Payment due
Week 1	May 28, 2025	Week 4	June 18, 2025	Week 7	July 9, 2025
Week 2	June 4, 2025	Week 5	June 25, 2025	Week 8	July 16, 2025
Week 3	June 11, 2025	Week 6	July 2, 2025	Week 9	July 23, 2025

If you should have an NSF (non-sufficient funds) return or declined payment on your account, an attempt will be made to redraft your payment within 24 hours. If we fail to collect your payment after the second attempt, you will be charged a \$30 return fee. If payment is not paid by the Friday prior to the registered week of camp, participation in the program may be suspended or terminated.

Refund/Credit Policy:

Due to extensive scheduling for staff, activities, and materials, we will not be able to refund any camping fees. Fees will not be refunded if a camper is sent home due to disciplinary reasons.



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FIELD TRIP DAY 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. Below are some guidelines that will help us insure that all of our campers have a safe, enjoyable time on our field trips.

- Arrive on time! All campers should be signed in to camp no later than 9am on field trip days. Campers who arrive after buses have left on field trip days will not be allowed to stay at camp that day.
- Wear your camp T-shirt! Campers that do not come to camp with their fieldtrip shirt will be given a new shirt. Parents/Guardians will be billed \$7 for the new shirt.
- Be prepared! Make sure you have everything you need for field trip day.
 - Lunch and 2 snacks in a labeled lunch bag.
 - Sunscreen (labeled!)
 - Water bottle (labeled!)
 - Dress appropriately! Only close-toed shoes please!

All field trip destinations will be posted in the weekly newsletter. The majority of our field trips are on Thursdays. There may 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 Lincoln Elementary no later than 4:30pm. 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 C.W. Avery Family 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 distraction.
- 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.

POLICIES AND PROCEDURES

Medication at Camp:

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. YMCA staff will not be allowed to give the first dosage of medicine to a child. If a child needs to take prescribed medication in our care, the parent must complete a Medication Authorization form. This information must also be listed on the enrollment form. For campers who have asthma, please be sure to send along an inhaler. Campers will be required to carry their own inhaler unless



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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. Please be very specific when giving us information regarding your child's medication, as each camper's health is important to us. For campers with allergies requiring epinephrine injections (EpiPen), the YMCA asks that parents provide the counselor with the device that can be carried in the First Aid kit at all times. Along with providing the EpiPen, we will need a Medication Authorization form describing ALL allergies.

Illness and Injury at Camp:

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, parents/guardians will be contacted and asked to pick up their child from Lincoln Elementary School. 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.

A camper who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing other symptoms of illness will be sent home. Parents should monitor his or her symptoms and consult a doctor if concerned about the symptoms.

A camper that has been sent home can return to camp when:

- He or she has had no fever for at least 24 hours without taking medication to reduce fever during that time;
AND
- Any other symptoms are improving

A camper who experiences fever and/or respiratory symptoms while home should not return to camp.

If your child is injured at camp, the Camp Director 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. Please update camp staff of any changes in contact information in the event we should have to contact you.

To keep everyone healthy and safe this summer, we will follow guidance from the Centers for Disease Control and Prevention (CDC) and local, state, and federal health officials.

Sunscreen:

In an effort to prevent sunburn at camp this summer, we have established the following procedures for the safety of your child.

- All campers must carry a bottle of sunscreen in their backpack, preferably the spray type so that Day Camp staff can help any campers with hard to reach areas. Camp staff will not apply "rub-on" sunscreen to any camper
- Sunscreen will be applied three times daily
 - a. After opening ceremony
 - b. Morning snack time
 - c. Afternoon snack
- Day camp staff will verify that all campers have applied sunscreen before moving into the activities as planned
- Please LABEL your camper's sunscreen bottle



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Camper Sign in/Sign out Procedures:

Summer camp offers curbside drop off and pick up. Upon arrival, please proceed to the designated drop-off/pick-up lane. Staff will be waiting for your arrival and will pass the sign in device through the window for the parent/guardian to sign in. Your camper will then get out of the vehicle to be escorted to their group.

For pick up, parents/guardians will pull into the north parking lot and into a designated parking spot. Once parked, please send a text message to the camp site phone, alerting our staff to your arrival. The camp site phone number will be displayed on the camp parking space sign. Please include your name and your child's name when sending your text. A staff member will then escort your child to your vehicle for sign out. Please have your PICTURE ID available to show to the camp staff. Please remain in your vehicle at all times unless your child needs assistance getting in/out of the vehicle.

- Campers must be signed in/out by a parent/guardian or an individual 16 years or older who is listed on the authorization form.
- All campers are encouraged to be signed in by 9:00am, as scheduled events typically begin after this time.
- A late fee will be charged for each occurrence that children are picked up late. Parents will be charged \$10 for every 15 minutes, per child. Late fees will be expected to be paid the next day. Repeated late pick-ups may result in removal from the summer camp program.
 - 1-15 minutes = \$10 per child
 - 16-30 minutes = \$20 per child
 - 31-45 minutes = \$30 per child

Sign In/Pick-up Location:

Drop off and Pick up is located on the North side of Wallin Oaks Elementary School in front of the main entrance. Adults MUST sign children in and out EACH day.

Late Drop-off/Early Pick-up:

Parents/Guardians that need to drop off or pick up campers between 9:30am and 3:30pm should pull up to the designated summer camp spots along the northwest side of the parking lot. Please call or text the number listed on the sign upon your arrival. A staff member will come to greet you. Parents/Guardians will need to show a picture ID to pick up their camper. Please understand that without advance written notification, it may take our staff up to 15 minutes to bring a camper from her or his activity area to the sign out location.

SWIMMING AT CAMP

One of many campers' favorite time of the day is swimming! Campers will enjoy free swim time in our indoor family water park four times a week!

SWIMMING POOL SAFETY

*ALL campers will be swim tested and must wear a color-coded wristband to utilize the pool. Campers that do not know how to swim will be fitted in a Coast Guard approved lifejacket.

SWIM TEST POLICY

BLUE Wristband Test – To earn a blue wristband, swimmers must jump into the deep end of the lap pool, tread water for 10 seconds, and swim to the shallow end using a horizontal swim stroke without stopping or needing assistance. Blue-banded camp



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swimmers are able to swim in the shallow and deep ends of the lap pool, and to use the large water slides and vortex in the water park.

YELLOW Wristband Test – To earn a yellow wristband, swimmers must jump into the pool at the guard chair (6 foot mark) and swim to the shallow end without stopping or needing assistance. Yellow-banded camp swimmers can swim in the shallow end of the lap pool, in the splash playground area of the water park without being required to wear a lifejacket, and go down the big slides (as long as they are at least 42” tall).

RED Wristbands – All campers who do not pass the blue or yellow swim tests will be issued a red wristband, and must wear a lifejacket at all times on the pool deck.

YMCA DAY CAMP BEHAVIOR MANAGEMENT GUIDELINES

The Greater Joliet Area YMCA has a zero-tolerance policy for any sort of violent or disruptive behavior. We will not tolerate disrespect towards our facilities, staff, program materials, or other camp participants. 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 types of activities will be subject to discipline, and may be sent home for the day, suspended from camp, or removed from the program. Throughout the day, minor incidents will follow progressive discipline. A warning will be issued, then a timeout from activities, followed by a call home to parents.

Character Counts at the Y!

Campers are expected to practice and model the YMCA four core values at camp:

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 YMCA 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 practice honesty by always telling the truth.
- We practice honesty by making sure everyone is treated fairly.
- We are honest with ourselves, and ask for help when we need it.
- We practice honesty by “doing the right thing” without being asked or told.

RESPECT

- We show respect by listening to our counselors and other staff members.
- We show respect by following directions the first time they are given.
- We show respect by speaking to each other nicely and using appropriate language.
- We show respect by asking before touching or taking someone else’s belongings.

RESPONSIBILITY

- We show responsibility by coming to camp prepared for the day.
- We show responsibility by leaving unnecessary items at home when we come to camp.
- We show responsibility by staying with our groups where our counselors can see us.



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- We show responsibility by asking permission if we need to leave our group for any reason.

When breaches of rules and regulations occur, it is the responsibility of YMCA staff to work with the camper & the camper's parent(s)/guardian(s) to help the camper correct their behavior. When determining the response for a specific breach of discipline, the Camp Director will consider the nature of the act, the camper's age and maturation, any mitigating circumstances, and the effect of his or her actions on the welfare of the YMCA summer day camp. The fact that a particular violation of good conduct is not specifically mentioned in the following pages is not a satisfactory defense for any improper conduct. It is simply impossible to list every action which is inconsistent with good character values and citizenship.

We expect all campers to form the habit of not only observing the rules contained herein, but also the general rules of good conduct and common sense acknowledged by the community in which we live. Behaviors that may result in disciplinary action include but are not limited to:

- Fighting
- Swearing
- Bullying Behaviors (verbal, physical or written intimidation or threats, including "Cyber-bullying")
- Running in hallways or multi-purpose rooms
- Shoving, pushing and/or other aggressive acts
- Disrespect for another person and/or property
- Harassment (verbal, physical, sexual)
- Washroom misbehavior (i.e., water throwing, climbing on toilets or hanging on stalls)
- Throwing of objects (i.e., rocks)
- Violation of playground limitations
- Vandalism
- Possession and/or use of matches, lighters, incendiary devices, and/or firecrackers
- Possession, use, control or transfer of a weapon. Weapons include, but are not limited to: 1) guns, explosive devices, any other item which is typically used to cause bodily harm or defined by law to be a weapon, including but not limited to knives, brass knuckles or billy clubs; 2) items such as baseball bats, pipes, bottles, locks, sticks, compasses, pencils and pens if used, or attempted to be used, to cause bodily harm; and 3) look-alike weapons and/or "toy" weapons. Possession and/or use of weapons may result in expulsion from camp. Camp administrators shall be required to refer any camper who brings a weapon to camp to the local law enforcement agency. If a camper sees a weapon on camp property, the child should NEVER touch the weapon. That child must go immediately to an adult and inform them about the location of the weapon.
- Possession and/or use of a cell phone, laser light, pager, or any other unauthorized use of an electronic communication devices.

Firearms or weapons of any kind are prohibited at all YMCA programs. "NO FIREARMS" signs are posted at each facility entrance, in accordance with Illinois State law. In the event of a major infraction of the rules, the Camp 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 campers sent home for disciplinary reasons!** All parents and campers will be required to sign a Behavior Management Policy stating that they understand what type of behavior is expected of all children enrolled in the YMCA Day Camp Program.



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RUNAWAY POLICY

For the safety of all participants, children must remain with their group at all time. If a participant leaves the designated YMCA program area without permission from the YMCA staff or refuses to leave when the rest of the group leaves an area, the following procedure will be followed:

- A staff member will alert the rest of the staff members and will either
 - Remain with the child to ensure supervision and encourage them to rejoin the group or
 - Look for the child and escort them back to the program area
- Parent will be notified and will need to pick up the child immediately
- A conversation will need to take place between the Program Director and the parent/guardian before the child may return to the program.

*If the situation is a repeat offense, the child may no longer be permitted to attend the program.

If team members are unable to locate the child after the YMCA's Missing Child Procedure is conducted, the following steps will take place:

- Police will be notified
- Parent will be notified and asked to aid in the search for the child. When the child is found, the parent will be asked to take the child home.

*The child may no longer be permitted to attend the program.

SAFE BOUNDARY INFORMATION

For the safety of all YMCA participants and staff, the following rules will apply:

1. The YMCA restricts staff from providing child care services off site for families they meet through their employment at the YMCA. This includes nanny services and babysitting.
2. Your child should not receive personal gifts from individual staff members.
3. Staff and volunteers are not permitted to individually transport program participants in their personal vehicles.
4. One child will not be along with one staff member outside the hearing or vision of others.
5. The YMCA limits outside contact between staff and program participants.



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GREATER JOLIET AREA YMCA MEMBER CODE OF CONDUCT

CARING

- I will demonstrate **CARING** by adopting an attitude of service toward others.
- I will be **CARING** by displaying a friendly and positive attitude.

HONESTY

- I will always be **HONEST**.
- I will demonstrate **HONESTY** by not allowing others to use my membership card.

RESPECT

- I will **RESPECT** the YMCA's and other people's property.
- I will show **RESPECT** for the YMCA by leaving the facility, program areas and materials provided by the YMCA in the same condition that I found it.
- I will **RESPECT** the YMCA by engaging in positive, constructive and lawful activities and events.
- I will show **RESPECT** to all individuals by choosing appropriate language and behavior.
- I will **RESPECT** others by not harming anyone in a physical, mental, verbal or unlawful manner.
- I will show **RESPECT** for my fellow members and Y staff by not talking on my cell phone in the locker rooms, wellness center or any other program areas.
- I will show **RESPECT** by wearing appropriate attire. I will not wear clothing that displays inappropriate language, writing or pictures.
- I will show **RESPECT** by listening to music via earphones only, at an appropriate volume and with language that will not offend others around me.

RESPONSIBILITY

- I will behave in a mature and **RESPONSIBLE** way, and **RESPECT** the rights and dignity of other members, YMCA staff and volunteers.
- I will always be **RESPONSIBLE** for all my actions, both good and bad, and I understand that my actions have consequences.
- I will be **RESPONSIBLE** for my own property. I will keep my belongings in my possession or secure them in a locker.
- I will demonstrate **RESPONSIBILITY** by not taking photographs or videotaping in the locker rooms or restrooms. I will demonstrate **RESPONSIBILITY** by not bringing alcohol, drugs, tobacco or other dangerous items to the YMCA.

CAMP STAFF CONTACT INFORMATION

Have a question that wasn't covered in this packet? Please feel free to contact our Camp Staff!

James Wagner jameswagner@jolietyymca.org
Alysia Kottke akottke@jolietyymca.org
Wallin Oaks Elementary Site Phone

815-782-0804
815-267-8501
815-351-4359