



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



CANTON FAMILY YMCA DAY CAMP HANDBOOK 2024

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 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 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.



2024 SUMMER SESSIONS

Week 1: Summer Fun!

May 28th– May 31st (No Camp on May 27th)

We'll explore the Y's Core Values of Caring, Honesty, Respect and Responsibility through getting to know you activities. Start summer off right by making friends, memories and having fun!

Week 2: Gardening June 3rd–7th

Who has a green thumb? This week we will be learning about gardens. We will make seed bombs and plant a variety of seeds.

Week 3: Our Community June 10th–14th

We will be learning about our community and all the different heroes who make our community special!

Week 4: Creepy Crawlers June 17th–21st

We will explore insects and bugs that live around us. We will go on a scavenger hunt to see who can find the most bugs!

Week 5: An Adventure to the Rainforest! June 24th– 28th

Watch as we turn the Cowan Gym into our very own Rainforest by using our imagination and creativity.

Week 6: Happy Birthday America! July 1st–July 5th (No camp on July 4th)

We will spend the week celebrating America through our crafts, games and other activities!

Week 7: Let's Play Ball! July 8th–12th

This week we will have fun playing baseball, soccer, kickball and other sports. We will learn about being a team player and good sportsmanship!

Week 8: Going to the Beach July 15th–19

This week we will combine learning about oceans and water play. We will create a mural of creatures who live in the ocean.

Week 9: Camping July 22nd–26th

We will pretend to go on a camping trip! We will sing campfire songs and go on a bear hunt! What is a camping trip without s'mores? Yum!!

Week 10: Out of this World July 29–Aug. 2nd

We will make a spaceship, space slime and create our very own alien

Week 11: You Can be a Star! Aug. 5th–9th

What is your hidden talent? During our final week of summer camp the children will have the opportunity to be in a talent show! This has always been one of our favorite activities!

Week 12: End of Summer Aug. 12–16

We will hold camp this week only if Canton schools are not in session.

This summer, we will be participating in Wacky Wednesdays! Be sure to check the board at the check-in to see what your camper should wear! Is it PJ day, backwards day? Sure to be fun for all!

REGISTRATION

Our Day Camp is offered May- August, to students entering kindergarten-6th grade. You can enroll your child anywhere between week one through week eleven, based on your summer schedule.

REGISTRATION FEES

Session Fees

Y Members: \$140 per week

Community: \$165 per week /\$37 a day

Non-refundable Registration fee: \$25 per family due at the time of registration

There is a 30% sibling discount for additional children.

HOW TO REGISTER FOR CAMP

1. Fill out registration forms.
2. Fill out and sign the Draft Form.
3. Fill out camp weeks attended form.
4. **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 fax and mail it to SAL Child Care Connection. This can take up to 30 days to gain approval.
3. A \$25 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 SAL.
4. You are responsible for all childcare fees until you are approved by SAL. If you are denied by the state then the Y will grant a scholarship based on need.
5. If you are approved by SAL your copay will be drafted on the 15th of the month.

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

1. Register at the Member Service Desk.
2. 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 fax and mail it back to SAL for you.
3. All copays will be drafted on the 15th of the month.
4. All balances from other programs must be paid in full before you can register for camp.

FINANCIAL OBLIGATIONS

Camp sessions will be auto-drafted according to the times requested by you on your form.

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

Failure to pay will result in your child's spot being forfeited.

There is a \$25 fee for Non Sufficient Funds (NSF) for returned payments.

Changes to your draft form must be submitted in writing 1 full week prior to draft date.

STATE ASSISTANCE ATTENDANCE

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

Parents/Guardians are required to sign children in and out of day camp on both the Y forms and the required State attendance forms.

Attendance beyond the amount of days approved by State are to be paid by the parent/guardian and will be drafted with the monthly copays.

The YMCA does not receive payment from the state for days your child is not in attendance.

PAYMENT INFORMATION

- **A 30% sibling discount will be applied to families with multiple children.**
- **All payments will be automatically drafted from your account.**
- **Any credits on account will remain a credit. No refunds will be issued.**
- **Cancellations or transfers must be made in writing one week in advance.**

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– We encourage your child to wear play clothes and bring a hat. Swimsuit and towel– as we swim daily in the Y's indoor pool. **For safety reasons, sandals, crocs and flip flops are not permitted at camp.** PLEASE BE SURE YOUR CHILD WEARS TENNIS SHOES TO CAMP DAILY.

Sunscreen– To help prevent sunburn, it is recommended that parents apply sunscreen before camp.

Lunch– Please send a lunch for your camper. Please make sure your child's name is on the outside of the bag. We are asking that parents pack food that does not require refrigeration or heating. Snacks will only be served by YMCA staff members. Snacks will be served from 2:30pm–3:30pm.

Please make any purchases from the vending machine in the community room before signing your camper in. Campers will not be allowed to make purchases from the vending machine during camp time.

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 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.

* *Firearms are prohibited on our premises. "No Firearms" signs are posted at the main doors of our facility.

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

LOST AND FOUND

The Canton Family 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 8:45am each day, as our bus leaves at 9am. Our main activities are scheduled from 9:15am-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.
- **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.**

Bathroom Policy: Children in the YMCA Day Camp Program are required to be Toilet Trained. YMCA staff DO NOT assist in changing or cleaning a child. If a child needs assistance cleaning up and being changed, a parent or guardian will be required to come and assist. YMCA can give a child clothes, if they are available to change into. The staff will wait outside the bathroom so the child can privately change themselves.

The students are allowed to have 3 accidents, parents/guardians will be notified if there is an accident, and the accident will be documented, on the 4th accident we will have no choice but to determine the child is not properly toilet trained and they will be dismissed from the program until the issue has been resolved.

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.

Camper's Creed

"Today I will strive to be caring. Accept responsibility. Show respect to all others. Be honest in all I do. And have fun!"

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. 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 and redirection by staff.
2. If behavior continues for a 2nd time = Sit out for number of minutes equal to the child's age and problem solving conference with staff member.
3. If behavior continues for a 3rd time = 15 minutes of time out and problem solving conference with staff.
4. If behavior continues for a 4th time = Camper's Parent is called and the child is removed from camp for a day.
5. If the behavior continues after a day out= the camper will be suspended for 3 days.
6. If the behavior continues after 3 days out= the camper will be excluded for the rest of summer.

Camp staff will record incidents of behavior that warrant 15 minutes out. Camp reserves the right to skip over early consequences if behavior is severe enough to pose 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 100.4 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. Any time a parent is called for a sick child, the parent will need to arrange pick up of the ill child within 2 hours of being called.
- 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 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.



2024 YMCA DAY CAMP CANTON REGISTRATION FORM

Please complete all information and return form to the YMCA.
We must have this form returned before your child will be able to attend Day Camp.

CHILD'S NAME _____ BIRTHDAY _____ GRADE in fall _____

PARENT _____

PHONE _____ ADDRESS/CITY _____

CELL _____ EMAIL _____

In case of an emergency and we are unable to reach you, please list 3 emergency contacts.

EMERGENCY NAME _____ RELATIONSHIP _____ PHONE _____

EMERGENCY NAME _____ RELATIONSHIP _____ PHONE _____

EMERGENCY NAME _____ RELATIONSHIP _____ PHONE _____

LIST ALL WHO ARE AUTHORIZED TO PICK UP YOUR CHILD _____

DISCIPLINE: What type of problem solving approach do you find works best with your child? _____

We want your child to have a successful experience. Please add any comments about your child you feel would be helpful to the staff. _____

PLEASE TURN PAGE OVER

**Please note that the YMCA Summer Day Camp Program is a license exempt program and is not licensed or regulated by DCFS.

2024 YMCA DAY CAMP CANTON REGISTRATION FORM

Please complete all information and return form to the YMCA.
We must have this form returned before your child will be able to attend Day Camp.

CHILD'S NAME _____ BIRTHDAY _____ GRADE in fall _____

GUARDIAN _____

PHONE _____ ADDRESS/CITY _____

CELL _____ EMAIL _____

In case of an emergency and we are unable to reach you, please list 3 emergency contacts.

EMERGENCY NAME _____ RELATIONSHIP _____ PHONE _____

EMERGENCY NAME _____ RELATIONSHIP _____ PHONE _____

EMERGENCY NAME _____ RELATIONSHIP _____ PHONE _____

LIST ALL WHO ARE AUTHORIZED TO PICK UP YOUR CHILD _____

DISCIPLINE: What type of problem solving approach do you find works best with your child? _____

We want your child to have a successful experience. Please add any comments about your child you feel would be helpful to the staff. _____

PLEASE TURN PAGE OVER

**Please note that the YMCA Summer Day Camp Program is a license exempt program and is not licensed or regulated by DCFS.

AUTHORIZATIONS

MEDICAL AUTHORIZATION:

All information on the opposite side is correct so far as I know and the child herein described has permission to engage in all prescribed Day Camp activities, except as noted by me or an examining physician. In the event that I cannot be reached in an emergency, I hereby give permission to the physician selected by the Camp Director to hospitalize and/or secure proper treatment for my child as named.

My Child's Physician's Name is _____

Parent/Guardian

Date

AUTHORIZATION TO DISPENSE MEDICATION:

I hereby request and authorize the Day Camp staff to dispense any medication listed below to my child per my instructions. I understand that all prescription medication must be sent in its original container, which has my child's name on it as well as the prescribing physician. I understand that I must send a note with dispensing instructions and my signature for all medications.

List any medications to be given at Day Camp _____

List any allergies or medical conditions that we should be aware of _____

Parent/Guardian

Date

FIELD TRIP AUTHORIZATION:

I hereby give permission for my child to attend any and all field trips that may be taken during Day Camp.

Parent/Guardian

Date

MEDIA AUTHORIZATION:

I hereby give permission for my child's name and image to be used in the promotion or media coverage of Day Camp activities. Including the YMCA Website, Facebook, Videos and Newspaper Ads.

Parent/Guardian

Date

YMCA CHILD CARE MEDICATION FORM

NOTE: YMCA Program staff cannot administer medication (prescription or over-the-counter) unless this form is completed and signed.

Prescription Medications: must be signed by a parent or guardian. All prescriptions must be in the original container.

Staff will hold and dispense medication according to physician's instructions or instructions on over-the-counter medication with a written prescription from their doctor. The YMCA will retain the medication for the duration of the session and return any unused medication at the end of each session.

Over-the-counter & Prescription Medications: to be signed only by parent or guardian, however physician information is still necessary.

Name of Child: _____ Date: _____

Medicine: _____ Dosage: _____

Method of Administering (i.e., injection, inhaler, etc.) _____

Does Medication require refrigeration? YES NO

Diagnosis: _____ Is Condition Contagious? YES NO

Dates to be administered:
 From _____ To _____ Time(s): _____
 (Note: We will only dispense medication as per labeled instructions)

Parent's Signature: _____ Phone #: _____

We will not administer any medication without this completed form.

Name of Child: _____ Date Received: _____					
Medicine received: _____					
	Monday	Tuesday	Wednesday	Thursday	Friday
Time to be given: AM					
Staff Sig.					
Time to be given: PM					
Staff Sig.					

2024 Summer Camp Payment Agreement

We are thrilled that you have chosen to enroll your child for Day Camp 2024! To ensure proper communication, we have outlined our policy related to summer camp payments. If you have questions please feel free to contact us at 309-647-1616.

PLEASE READ CAREFULLY

1. All past due accounts must be brought to a \$0 balance prior to sign up.
2. Payments for camp are due the Thursday prior to the start of camp. For example if you sign up for the week of July 10-14, then your camp balance is due on July 7th. You are also welcome to pay the camp balance any time prior to the due date.
3. If you wish to cancel your child's enrollment, notification in writing must be sent 14-days prior to the start of the registered camp week.
4. To receive the member rate for summer camp, your child must be a current YMCA member from the date of registration through the camper's last day of camp.
5. A \$10 program fee will be charged when a child is registered After Thursday 6pm for the next week.
6. There are no credits or refunds for missed days.
7. Payment Options:

Bank Draft your camp fee
Pay in person check, cash, debit or credit card
Pay over the phone with a debit or credit card
309-647-1616

Mail check: Canton Family YMCA Day Camp 1325 E. Ash Canton, Illinois 61520

I have read and understand the above statements. I fully understand my responsibility for payment of my child's camp fees. I also understand that my child may be released from the camp program if I have not met my financial obligations. Return this form along with your camper's registration information, signed bank draft form, and signed attendance schedule.

Child(ren) name: _____

Parent's
Signature: _____ Date: _____



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To all YMCA Child Care Program Participants:

The Canton Family YMCA requires automatic Bank Draft Payments for our Child Care Programs. The convenience of automatic withdrawal reduces the administrative time necessary to manage our YMCA program, maintaining reasonable fees and convenient service for our entire community. This form will be used for all child care programs and expires on 8/17/2024

Contact Information

When to Draft:

Parent Name: _____ Weekly Bi-Weekly Monthly

Child(ren) Name: _____

Email: _____

Automatic Withdrawal Information

Bank Draft Information (Please check one and attach a voided check)

Checking Account Savings Account

Bank Name _____

Routing/Transit Number (First set of Numbers) _____

Account Number (Second Set of Numbers) _____

Please continue to "When to Draft"

OR

Credit/Debit Card Information

Master Card Visa American Express Discover

Card Number _____

Expiration Date _____

Child Care Payment Policy

- I understand that if a payment is returned to the YMCA, a \$25 charge will be added to my account.
- The YMCA reserves the right to terminate child care upon non-payment of fees.
- I understand that this draft authorizes a perpetual payment from the above account and that the account will only be charged for days attended.

I HAVE READ AND UNDERSTAND THE ABOVE TERMS AND DURATION OF THE AGREEMENT

(PARENT/GUARDIAN SIGNATURE)

(DATE)

ATTENDANCE SCHEDULE

Please check mark each week of camp you plan for your child to attend. A bank draft payment will be taken on the Thursday before that week of camp, unless other arrangements have been made with the Youth Development Director.

Week 1: May 28-31

Week 2: June 3-7

Week 3: June 10-14

Week 4: June 17-21

Week 5: June 24-28

Week 6: July 1-5

Week 7: July 8-12

Week 8: July 15-19

Week 9: July 22-26

Week 10: July 29-Aug 2

Week 11: Aug. 5-9

Week 12: Aug. 12-16

*Only if Canton school is
not in session!*

There is NO CAMP on May 27th & July 4th!

Child(ren) name: _____

Parent's Signature: _____ Date: _____

Camper's Creed

Please have camper repeat this creed. We will be using this creed each day at camp.

Today I will strive to be caring.

Accept responsibility.

Show respect to all others. Be

honest in all I do.

And have fun!