

# Hastings Lake YMCA Summer Day Camp Parent Handbook 2012



**Hastings Lake YMCA**  
**An affiliate of the YMCA of Metropolitan Chicago**

1995 Grass Lake Road  
Lindenhurst, IL 60046

847-356-4006

Fax: (847) 356-4140



## Summer Camp Sessions

### **Camp Locations**

All Camps are located at the Hastings Lake YMCA.

Week of June 4	Great Outdoors
Week of June 11	Treasure Island
Week of June 18	Game Show Mania
Week of June 25	Superheroes
Week of July 2	Stars and Stripes
Week of July 9	Time Travelers
Week of July 16	Y Factor
Week of July 23	Jamming in the Jungle
Week of July 30	Olympics
Week of August 6	Wet and Wild
Week of August 13	All Stars

### **Specialty Camps:**

Please see Day Camp Brochure for specific camp information. Transportation to off-site activities during the day will be provided by the Hastings Lake YMCA.



## Camp Payment and Registration

**You will receive a bill for the session(s) you are registered for. Payment is due Tuesday of the week before your child's camp session begins.** Please read the following schedule for payments dates:

Session Dates	Payment Due
<b>Session #1 – Week of June 4</b>	<b>May 29, 2012</b>
<b>Session #2 – Week of June 11</b>	<b>June 5, 2012</b>
<b>Session #3 – Week of June 18</b>	<b>June 12, 2012</b>
<b>Session #4 – Week of June 25</b>	<b>June 18, 2012</b>
<b>Session #5 – Week of July 2</b>	<b>June 26, 2012</b>
<b>Session #6 – Week of July 9</b>	<b>July 3, 2012</b>
<b>Session #7 – Week of July 16</b>	<b>July 10, 2012</b>
<b>Session #8 – Week of July 23</b>	<b>July 17, 2012</b>
<b>Session #9 – Week of July 30</b>	<b>July 24, 2012</b>
<b>Session #10 – Week of August 6</b>	<b>July 31, 2012</b>
<b>Session #11 – Week of August 13</b>	<b>August 7, 2012</b>



Your child will not be allowed to attend if payment is not received before the session begins. Bills not paid by the due dates shown will be subject to a \$30 late fee. If you wish to cancel your child's enrollment in a particular week of camp, we must be notified in writing before May 15, 2012.

**Cancellations/Refunds/Credits:** Refunds or credits for a camp are available prior to May 15, 2012 only! However, the deposit of \$25.00 per week for the full day camps is a NON-REFUNDABLE deposit.

**Session Change:** In order to change sessions or camps, you must come into the Hastings Lake YMCA and fill out a session change form. If you wish to change camp sessions, you may do so free of charge until May 15, 2012. After May 15<sup>th</sup>, a \$10 session change fee will apply. There will be no option to switch or transfer camps after the Wednesday of the week prior to camp in order to maintain staff/camper ratios needed for safety.

If you have any questions regarding your bill, please call a Member Service Representative at 847.356.4006

## Character Development

Character Development is challenging people to accept and demonstrate the four core values- Caring, Honesty, Respect, and Responsibility. It is the foundation for the development of the important character traits that will remain with a child for his or her entire life. The YMCA camp mission statement puts it best: The YMCA provides trained leadership and the resources of the natural surroundings to help each camper achieve his/her fullest potential in terms of mental development, physical well being, social growth, and spiritual awareness. Challenging people to accept and demonstrate positive values is more effective than treating problems because it deals with the roots and not just the results.

## Child Development

YMCA Day Camp is important to a child's development because...

Campers grow personally. They are given the chance to experience new things and interact with other children on a daily basis.

Campers learn new things. Whether it's playing a new game, practicing an existing skill or developing their social skills, campers leave our camp having learned something they can remember for a lifetime.

Campers learn to appreciate diversity in each other. We live in a multicultural community and our camp reflects this. Campers learn each person is unique. They have fun and respect each other regardless of race, religion, gender, or social status.

Campers learn lifetime values. From the simplest of values and attitudes like sharing, sportsmanship, and giving respect to others, comes our basis for making more complex value decisions as they mature.

Campers have fun! Without fun, the above reasons for children to attend our camp become harder to accomplish. Games, stories, hikes, field trips, swimming, sports, and crafts are all done with the campers as the primary focus.

During our camps we will also emphasize the development of asset values. We will provide activities that introduce the eight major types of assets: support, empowerment, boundaries and expectations, constructive use of times, commitment to learning, positive values, social competencies and positive identify.

By planning activities that highlight the values and assets mentioned above, we will help campers focus their thinking and priorities. In doing so, you can contribute in significant ways to help them succeed...both now and in the future.



## ACA Accreditation

**American Camping Association (ACA):** ACA is an organization with members in all 50 states that accredits all types of organized camps. Camps are accredited based on the administration, policies and camp operation- particularly those related to program practices and quality along with health and safety of campers and staff. The standards establish guidelines for needed policies, procedures, and practices. Our camp is fully accredited with a score of 100% on last summer's audit. We are committed to providing the highest standards established for the camping industry.



## Items to Bring to Camp

GYM SHOES (no sandals or flip flops)  
Backpack for carrying all gear  
Non-refrigerated sack lunch and 2 snacks for the day  
Labeled Water Bottle (No glass bottles allowed)  
Swimsuit and Towel  
Sunscreen and bug repellent  
Comfortable clothing and shoes  
Values, Morals, Good Listening Skills and Smiles



## Do NOT Bring to Camp

Cell Phones (If you need to contact your child, please call 847.356.4006)  
Money (unless specified)  
Trading cards of any kind  
Jewelry, Game boy or other electronic toys  
Radios/Walkman/iPod/mp3 player  
Unnecessary toys/ sports equipment etc. / weapons  
Inappropriate behavior, language, clothing, etc.  
Pets  
Alcohol or Drugs  
Weapons





## The ABC's of Camp



**Absentees:** If your child will not be attending camp please leave a message for the Day Camp at the Front Desk at 847-356-4006, or leave a message with the greeter to inform the Day Camp Coordinator, Lindsey Olson. Refunds will not be given for missed camp days.

**Accidents:** For minor injuries, such as cuts, scrapes, bruises, and bug bites, a camp counselor will assist and oversee the camper while cleaning the infected area with soap and water immediately and then will cover with a bandage. If needed, an ice pack will be applied to the injured area.

For serious injuries, or any incident where they may be caused to question (such as a bump on the head), the counselor will contact the Day Camp Coordinator immediately. The attending counselor will stay with the injured camper. The Day Camp Coordinator will contact the parent/guardian and notify the Fire Department/Paramedics. Other staff will take responsibility for responding to the rest of the campers, minimizing the accident/incident as much as possible, and not alarming the other campers.

### **PLEASE KEEP AUTHORIZED PICK UP FORM AND TELEPHONE NUMBERS UP TO DATE!**

**Allergies:** It is your responsibility to let us know on the medical form if your child has any allergies along with your child's possible reaction should he/she come in contact with the allergen.

**American Camping Association (ACA):** ACA is an organization with members in all 50 states that accredits all types of organized camps. Camps are accredited based on the administration, camp operation; particularly those related to program quality and the health and safety of campers and staff. The standards establish guidelines for needed policies, procedures, and practices. Our camp is fully accredited with a score of 100% on our most recent audit. We are committed to providing the highest standards established for the camping industry.

**Authorization-pick up form:** For the safety of the campers you will need to fill out and turn in an authorized pick up form. This states who is and is not allowed to pick your child up from camp. Your child will not be released to anyone not on the list without your written consent.

**Babysitting:** YMCA camp staff is not permitted to baby-sit for families involved in our YMCA programs while they are employees of the YMCA.

**Bathing Suits:** Males must wear swim shorts or trunks with a lining. Speedo suits for males are not allowed. Females must wear a one piece bathing suit or a two piece suit that does not show the midriff (i.e., tankini suit that covers the midriff is allowed). If inappropriate swim wear is worn at camp the camper will: not swim, be asked to change, or a parent may be called to pick up the camper from camp / bring change of clothes.



**Behavior Policies:** You will find a copy of the **Character Contract** in the parent pack. The character contract is often used in behavior management for our camp. If your child's behavior becomes seriously inappropriate your child may be dismissed - without a refund - from camp. This is at the discretion of the Camp Coordinator and Operations Director. In this event the parent or guardian of the camper will be called and is responsible for picking up or sending an authorized pick up person as soon as possible. Behaviors that will result in immediate dismissal may include and are not limited to physical altercations that cause injury, refusal to cooperate with camp staff in attempting to maintain safety and order in the group or program activity, inappropriate clothing, stealing, possession of drugs, alcohol, firearms pornographic material or cigarettes, gang related activity, destruction of property and bullying. **NO REFUND OR CREDIT WILL BE ISSUED FOR CHILDREN WHO ARE DISMISSED FROM CAMP FOR INAPPROPRIATE BEHAVIOR.**

**Camper Dress:** Please write campers name on articles that are brought/worn to camp. Socks and Gym shoes are required. NO sandals or flip-flops allowed. Children will be engaging in activities such as running and hiking throughout the day. Dress accordingly. Clothing of campers should not be inappropriate in any way. Inappropriate dress includes and is not limited to the following: short shorts, clothing promoting alcohol, drugs, tobacco products, or are gang related, t-shirts that are sexually aggressive or explicit, clothing that does not appropriately cover the body (midriffs are not allowed to show). Disciplinary action may be taken including but not limited to camper changing or parent being called to pick up camper.

**Cellular Phones:** Cellular phones may not be brought to camp by campers. Parents may only use cell phones in main areas (i.e. not in locker rooms) See posted cell phone policy throughout the YMCA. If you need to contact your camper you may call the office phone number at 847-356-4006 and we will relay a message to your child.

**Character Development:** Healthy Kids Camp at the Hastings Lake YMCA has a focus on Caring, Honesty, Respect, and Responsibility as the four core values of the YMCA. We will work to develop these qualities with your camper throughout the summer. Please address and encourage these values at home.

**Chronic Health Condition:** Any chronic health condition must be documented by a licensed health physician on the **health history form** provided for you by the camp. You will also need to meet with the Camp Coordinator to review necessary information. Any medication necessary for this health condition must be given to the camp director or site director in its original container with physician's instructions for dosage on the label. The parent must fill out a separate form that gives permission to a staff member, who is 21 years or older, to give the medication to their child.

**Clothing:** All campers need to dress for the weather. On cool days, sweatshirts or nylon jackets may be necessary. On hot days, shorts and light colored clothing are appropriate. Please do not send children in their "best clothing" ....we are outside all day, doing a variety of activities and they will get dirty!



**Counselors:** We have a great staff! Our counselors are carefully selected on the basis of responsibility, their ability to relate to children, sensitivity to their individual needs and their recreational skills. They are trained up to 40 hours before the beginning of summer. They are subject to a background and reference check. They are also trained in CPR/First Aid, child abuse prevention, emergency procedures, water safety, behavior management, camp activities and other related areas. Over 90% of our counselors are 18 years of age or older. Counselors work with small groups of children to build a positive rapport and develop mutual trust and respect. If at any time you have a question or concern about our staff please address it with the Camp Coordinator.



**Dangerous Weapons:** Campers who bring to camp any item designed to cause bodily harm or any item not “designed” to cause bodily harm that is deemed potentially harmful will first have it confiscated and then the parents/guardians will be contacted. Bringing such items to camp may result in campers being sent home early or suspended. All types of knives and dangerous items MUST be kept off camp property. Once an item is confiscated by the Day Camp Coordinator, it will not be returned the camper. Items will only be returned upon request of the parent or guardian.

**Discipline:** Inappropriate behavior will be shared with parents so that behavior can be modified before it becomes a problem. Our goal is to keep children in our camps because of the positive things that can be learned...our entire philosophy is dependent on this belief. However, there are situations that can arise that required us to ask a child not to participate in our camps. These situations can be defined as “anytime the actions of one child are deterring the YMCA from accomplishing its goals in the camp, or puts a staff member, camper, or him/herself in danger.”

Every effort will be made to notify a parent ahead of time if their child will be missing an activity due to inappropriate behavior. If the situation with the child persists, parents will be notified to pick up their child within one hour. In the event that the parent cannot be reached, the emergency contact person will be called and a message left for the parent.

If disruptive behavior does take place the following steps will be followed:

- First offense – Timeout (no more than 1 minute for each year of age)
- Second offense – Verbal notification to parent or guardian
- Third offense – Written notification to parent or guardian
- Fourth offense – Meeting with parent or guardian with possible suspension

The circumstance and seriousness of the disruptive conduct may merit a different approach.

**Drop Off and Pick Up:** Parents are required to sign their child in and out of camp. All Camps operate from 9:30 am until 3:30 pm. Your child can arrive as early as 6:30 am and stay until 6:00 pm for no additional charge. The children will have a variety of activities to choose from, and will be supervised by YMCA staff. Activities will include board games, art, basketball court, and soccer field. Parents will be required to show a photo I.D. (drivers license) when picking up their child. If someone other than the parent will be picking up your child, parents must notify the YMCA and that person must be listed on the authorized pick up list. This procedure will be strictly enforced...this is for your child’s protection.

**Field Trips:** Our Traditional and Teen camps take field trips on Wednesday. Please review the weekly newsletter to see what items your child will need each day. They will need to wear their camp t-shirt on the field trip days. We cannot leave any of our campers behind from our field trips due to counselor ratios, so all campers will need to attend each trip. Please remember to have your child at the Hastings Lake YMCA at 9:30am on field trip days, and do not pick them up before 3:30pm. Field trip times may vary. Make sure to check your weekly newsletter for additional information about the field trips.



**Fighting:** The YMCA does not tolerate campers who harm other campers or campers who harm counselors. This includes and is not limited to degrading, demeaning, threatening other campers or staff OR physically harming another child or staff person. Any camper or group of campers found to be harassing, making fun of, or intimidating another camper will be subject to disciplinary actions including being sent home or suspended from camp.

**Gambling:** No games of chance may be played during camp, on YMCA property. Campers who violate this policy will be subject to disciplinary action.

**Gangs:** Camper will refrain from any gang related activity while at camp. No camper shall:  
1) Wear, possess, use, distribute, display, or sell any evidence of membership or affiliation in a gang.  
2) Commit any act or omission, or use any speech, either verbal or non-verbal (gestures, handshakes, draw pictures, etc.) showing membership or affiliation in a gang. Any camper who violates this policy will be subject to disciplinary action and parent/guardian will be contacted.

**Groups and Ratios:** Children are grouped by age. These age groups are meant to provide a more developmentally appropriate experience throughout your camper's time at the Hastings Lake YMCA. Campers should not come to camp expecting to be in a particular group, since the makeup of each group changes from session to session based on total camp enrollment. Preschool Camp (Y Rookies) is for children ages 3-5 who are potty trained. Discovery Camp is for children approximately ages 5-6. Voyager Camp is for children approximately ages 7-9. Trail Blazer Camp is for children approximately ages 10-12. Teen Camp is for ages 12-15. Each camp has a head counselor responsible for the direct supervision of the counselors and general coordination of that camp. The children are then divided into smaller counselor groups of 6 to 10 in each group. The ratios by standards of the ACA are as follows: 3 to 5 year old groups have a 1:6 ratio, 6 to 8 year old groups have a 1:8 ratio, and 9 to 16 year old groups have a 1:10 ratio.

**Health Check:** Your child's health status will be checked informally each day. If your child shows any sign of illness, rash, high temperature, diarrhea, infection or any contagious disease, etc. the parent or authorized person will be called and required to pick up the child within one hour.

If your child has head lice, his/her hair needs to be shampooed according to directions given by your physician. All nits must be removed following treatment before your child is allowed to return to the program. Staff will inspect your child's head before they are allowed to return to the program. If any nits appear, you will be called and required to pick your child immediately.

**Healthy Kids Camp:** In 2002, a doctor from the University of Illinois approached the YMCA to partner in a program to fight skyrocketing rates of obesity among young people. The result was a Healthy Kids Camp pilot. Following the pilot, the YMCA of Metropolitan Chicago developed several minimum requirements for our camps to be a Healthy Kids Camp. Hastings Lake YMCA Day Camps are Healthy Kids Camps. This means that your child will be offered at least one structured YMCA health activity, at no additional cost to you, per week. These classes may include tai-kwon-do, hip-hop-dance, yoga for youth, strength training, basketball, floor hockey, or cardio-mix. They will also have a health related workshop once a week and daily integration of healthy activities, games, education, etc.



**Illness/Injury:** Parents will be notified if their child has not been feeling well for a period of time. Moderate injuries will be communicated to parents once proper first aid procedures have been followed. If the illness or injury occurs late in the day and is moderate you may be notified at the end of the day. In case of severe injury parent will be contacted immediately.

**Late Fee:** There is a \$15/child late fee for any camper picked up between 6:00-6:15pm. An additional \$1.00/child fee will be assessed for each minute after 6:15pm until the child(ren) has been picked up. Fee is due immediately. Three late pick-ups may result in termination from the program.

**Lost and Found:** We will have a lost and found area; however, please label your child's clothing and articles. Towels, sweatshirts, jackets, swim goggles, and water bottles are some of the most common lost items.

**Lunch:** Please send a sack lunch and two snacks with your child every day. There is no refrigeration available so we suggest packing an ice pack etc. for your child's lunch. We will have water coolers that are refilled throughout the day to refill their water bottles. **It is very important that you send your child to camp with a refillable water bottle.** They will be engaging in high levels of activity throughout the day.

**\*\*YOU MUST SEND YOUR CHILD TO CAMP WITH A LUNCH AND BEVERAGE/REFILLABLE WATER BOTTLE EVERY DAY. IF YOU DO NOT PROVIDE A LUNCH FOR YOUR CHILD YOU WILL BE CALLED AND ASKED TO BRING ONE.**

**Medication/ Medical Form:** All campers must have a physical exam form completed. You must provide us with the appropriate completed medical form including proof of immunization and permission to treat in case of emergency. Dental forms are not necessary. **YOUR CHILD WILL NOT BE ALLOWED TO ATTEND CAMP UNLESS THESE FORMS ARE COMPLETE.** If your child needs to take medication for any reason you will need to fill out a brief description on the medication form telling us when and how to administer the medication. All prescription drugs must be in the original bottle with the child's name, name of drug, correct dosage, and instructions from the doctor on how/when to administer. Medication of any kind **MUST** be held by the staff. We store all medication in a locked box or in a unit leader's first aid kit when necessary. All medication is administered by staff 21 years of age or older.

**Newsletters and Communication:** Communication day at Camp is Thursday. Newsletters and additional information will be sent home on Communication Day.

Please read them to keep informed about camp issues and information. From time to time we may send out a flyer with additional information. The check in/ check-out staff person will have the most recent communications that were sent home so you may check with them if you feel you have missed a flyer or newsletter.



**Obscenity:** Obscene, profane or vulgar language that is written, oral, or expressed by symbols will not be tolerated. Being respectful of campers and staff is expected. A violation of this policy will result in disciplinary action.

**Payments/ Refunds/ Transfers:** Your completed registration form along with a \$25 deposit is required at the time of sign up for each week of camp you wish your child to participate in. Checks should be payable to the Hastings Lake YMCA. Your balance of the fee per week is due by TUESDAY the week prior to the session beginning. Late payments will be assessed a \$30 late fee. If fees are not paid in full prior to the start of the camp week your child will not be allowed to attend camp. DEPOSIT AND CAMP FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.

**Portable Toilets:** Portable toilets are available for our campers during the day. Hand sanitizer is also available for use. Restroom facilities are available in the YMCA facility.

**Questions:** If at any time you have questions or concerns please let us know...we'll be happy to help. Our telephone number is 847-356-4006, and just ask for us by name. The following staff are here to assist you:

Katie Wall – Operations Director – [kwalk@ymcachicago.org](mailto:kwalk@ymcachicago.org) (All questions or concerns regarding financial assistance).

Lindsey Olson – Day Camp Coordinator – [lolson@ymcachicago.org](mailto:lolson@ymcachicago.org) (All questions or concerns regarding any of our day camp programs).

Anna Graham – Program Director – [agraham@ymcachicago.org](mailto:agraham@ymcachicago.org) (All questions regarding swim lessons).

Judy Illingworth – Membership Supervisor – [jillingworth@ymcachicago.org](mailto:jillingworth@ymcachicago.org)

**Sign In/Sign Out:** ALL campers MUST be signed in and out DAILY by a parent/ adult guardian or authorized person. All authorized persons are subject to be asked to show a photo ID at any time. **If a person wishing to pick up a camper is not on the authorized pick up list we will not release your child to them without written consent.**

**Sun Screen:** Please put sunscreen on your child before sending them to camp. We also suggest that you send sunscreen to camp with your child. Your child will have frequent opportunities to apply sunscreen throughout the day and may ask another child in their age group to help them apply the lotion. Hastings Lake YMCA Day Camp staff is not allowed to apply sunscreen on campers. We will do our best to “assist” your child while they apply it to their skin.



Hats or visors are always recommended for camp. We do have pavilions for the children to be under for some activities, but they are outside the majority of the day.

**Suspension:** If your child has broken rules or policies they are subject to suspension from camp (exception – if the child exhibits violent behavior).

- One day out of program ( refunds will not be given for a suspension)
- Maximum of three – one day suspensions during the course of the summer
- Fourth suspension results in the removal of the camper from the program.

**Swimming:** All campers will enjoy and participate in recreational swimming at the Hastings Lake YMCA indoor pool. Girls may wear one or two piece (that do not show the midriff) suits. No string bikinis are allowed. Boys may wear trunks, no cutoffs are allowed.

**Swim Lessons:** Summer Camp Swim lessons will be available at an additional price for campers. These lessons will run from 3:30pm-4:15pm over the course of two camp sessions. Please refer to the Summer Camp Brochure for additional information.



**Schedules:** Camp counselors write daily lesson plans prior to the sessions. Activities may vary from day to day including but not limited to: sports, character development, arts and crafts, games, skits, songs, teambuilding, swimming and more.

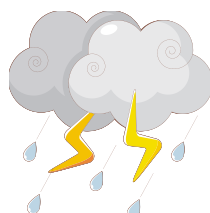
**Scholarships:** The YMCA of Metropolitan Chicago will not deny service to anyone because of an inability to pay. Applications are available at the YMCA. Please include all the necessary information as indicated on the form, along with a letter stating your specific needs.

**Search and Seizure:** The Hastings Lake YMCA Day Camp staff reserve the right to search a staff or camper's property, either by themselves or with the aid of law enforcement officials, if the camp deems the search is necessary to maintain the integrity of the camp's environment and/or the protection of the other staff or campers. The person in question will be invited to be present for the search when feasible. Any items found in violation of the law or camp rules will be confiscated and may be turned over to the appropriate law enforcement agency. These searchers may or may not include the use of specially trained dogs.

**Vandalism:** Campers involved in vandalism or malicious mischief either against camp property or against camper's or staff member's property will be disciplined accordingly. Payment to repair any damage accrued as a result of the vandalism is the responsibility of the camper's parent/guardian. Violation of this policy may result in the camper being suspended from camp.

**Vending Machines:** Campers are NOT allowed to use the vending machines during the camp hours.

**Weather Conditions:** For all camps residing at the Hastings Lake YMCA, the Fire Department will notify the camp of all weather warnings issued by the U.S. Weather Service. If necessary, the children will be brought indoors of the YMCA where the campers will continue with activities.



**YMCA House Rules:**

1. Speak for yourself.
2. Listen to others, and they will listen to you.
3. Avoid put-downs.
4. You are responsible for YOU!
5. Show respect. Everyone is important.
6. Keep hands and feet to yourself at all times.
7. Remember, no name calling, bullying or bad language.
8. Have FUN!



***THANKS FOR TAKING TIME TO BE AN  
INFORMED PARENT!!  
SEE YOU THIS SUMMER!***

