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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



Warren County YMCA Summer Day Camp Parent Manual

The Warren County YMCA concentrates on promoting the YMCA character values of caring, honesty, respect, and responsibility. The purpose of this manual is to give you a better understanding of the Warren County YMCA Summer Day Camp, staff requirements, registration, rate information, and the health and safety of your child. If you have any additional questions, call the Warren County YMCA at 309-734-3183.

Camp Meskwaki School-Aged Group:

- Kindergarten-6th grade
 - Pre-K is **not** part of the School-Aged group

Camp Meskwaki Program Administrators:

- Senior Program Director: Trey Chandler- trey@warrencountyyymca.org
- Day Camp Administrator: Emily Brooks- emily@warrencountyyymca.org

A typical day at Camp Meskwaki includes the following:

- **7-8:30: Check-In**
- **8:30-9: Morning Inspiration**
- **9-11:30: Outside Activities**
- **12-1: Lunch**
- **1-3: Outside Activities**
- **3-4: Swim Indoors**
- **4:30-5: Snack**
- **5-5:30: Reflection/Pick-Up**

Each week your child(ren) will have the opportunity to go to local parks, do art projects, water activities, and participate in STEM projects.

COVID-19 Restrictions & Guidelines

- We **WILL** make sure we are teaching & reinforcing our campers about washing hands, covering coughs and sneezes.
- We **WILL** make sure we are teaching & reinforcing our campers the importance of cloth face coverings.

- We **WILL** remember to talk about not touching your face.
- We **WILL** be carrying hand sanitizer, soap, tissues & wipes.
- We **WILL** make sure we are cleaning and disinfecting frequently touched surfaces. This includes:
 - Tables
 - Chairs
 - Sporting equipment
 - Art supplies
 - Door handles
 - Toys
 - Games
 - Drinking Fountain
- We **WILL** ensure that students and staff groupings are practicing social distancing.
- All student and staff groupings are as static as possible by having the same group of children stay with the same staff.
- We will be restricting nonessential visitors, volunteers, and activities involving other groups at the same time.
- We will be disinfecting the vans every time we are in them. All staff and students **MUST** wear a mask when in the vans.
- All campers **MUST** have a mask with them. Just in case we go on community field trips.

Camp Meskwaki Rules:

- Child(ren) must remain in view of staff
- Child(ren) must have permission to leave the group
- No fighting (including hitting, pinching, biting, kicking, spitting, or name calling)
- Child(ren) may not harm his/herself, others, or property
- Stealing or using offensive language will not be permitted.
- If rules are not followed, the camp administrator may issue a written warning. Both the parent and child(ren) must sign the warning. After two written warnings, the child(ren) may be suspended from the program for one week. Three written warnings **WILL** result in the child(ren) being removed from the program permanently.
- No child(ren) can bring their own toys to camp. Please keep all toys at home.
- No child(ren) will be allowed to wear V-Tech Watches during camp. No exceptions.
- If your child(ren) has a cell phone or any kind of electronics with them, they **MUST** always keep it in their book bags. Staff is **NOT** responsible for any broken electronics.

Lunch

- Hot lunch will be FREE and provided to the campers Monday-Thursday by the Jamieson Center in Monmouth, IL. On Friday's, all students **MUST** bring their own lunch.

Emergency Preparedness

- Every month we go through our fire and severe weather drills with our staff and campers
- All staff has been CPR/First Aid Certified
- All staff always have their own first aid kit with them. Camp Meskwaki also has a first aid kit in the vans and closet at the YMCA.
- In case of an emergency, all emergency phone numbers are located inside and visible on the camp cabinet door. Emergency phone numbers include, 9-1-1, poison control, Galesburg Ambulance Service, OSF Family Medical Hospital in Monmouth, IL.
- Located on all exterior doors you will find a sign that says “No Firearms” from the Illinois State Police. Next to the sign you will see a copy of the policy that is provided to parents stating that all firearms are prohibited on the premises.
- All staff will always have a cell phone on them . Cell phone use is ONLY for emergencies. We do have a landline at the front desk and in every full-time staff office if needed.

Camp Meskwaki Staff:

The Warren County YMCA hires Summer Day Camp staff based on their experience in working with children, personality, and ability to be a positive role model.

Risk Management Policy

The Warren County YMCA Summer Day Camp is following the Illinois Department of Human Services Rule 50.820 Staff Qualifications for License Exempt School-Age Providers. We are also following all CDC guidelines for camp in response to COVID-19. All staff are professionally and educationally qualified to work with school aged youth. A background check and finger printing are done through the Illinois State Police, FBI, the Illinois Sex Offender Registry, Child Abuse and Neglect Tracking System on all staff hired. All staff that do not meet the requirements listed above will not be allowed to work for the Warren County YMCA Summer Day Camp program. All staff is trained in CPR, First Aid, child abuse prevention, and emergency procedures. Staff may not be alone with children they meet in YMCA programs outside the YMCA program. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to prior administrator approval. All staff employed with the Warren County YMCA Summer Day Camp have received copies of our policies. A copy of our insurance coverage is located inside the Summer Day Camp closet.

Parent/Guardian Forms

All parents are required to fill out our registration form and provide all the information that is on the form. On the form we will need parents to fill out the enrollment application, identification information, physician information, emergency contact in the immediate area, pick-up authorization, photo and video release, medical information, consent to administer medication, permission statements, liability waiver for participant and parent manual. This allows our staff to keep all children safe and know what to do in case of an emergency for the child. The Warren County YMCA Summer Day Camp is not licensed or regulated by DCFS. All records are maintained in a safe place at the Warren County YMCA where no one outside the YMCA will be able to access your information. If a child moves away and no longer participates in our camp, we will dispose of all information given to us in regard to that child.

Registration & Rates

Registration:

Camp Meskwaki is available for all students' Kindergarten through 6th Grade. You can register your child(ren) at the Warren County YMCA front desk. **All registered participants are subject to review and acceptance.**

Rates:

3 days per week = \$65 for nonmembers

3 days per week = \$50 for members

OR

5 days per week = \$95 for nonmembers

5 days per week = \$80 for members

If you choose to do direct deposit, rates will be \$10 cheaper

Additional children will receive an extra 15% discount

Payments:

If you set up your account for auto payment (bank draft, credit card) you will be saving \$10 per week/per child). Billing is done the following Tuesday/Wednesday for the previous week your child(ren) that attended camp. Arrangements can also be made to have the payments come out on the first of every month. We cannot keep track of all parents who get paid bi-weekly

Please let the camp administrator know if you will be paying through auto pay.

Late Policy:

After 6:00 p.m. if a child has not been picked up by their parent/guardian and our staff has not been able to reach anyone from the number list given to them, then our staff is obligated to call the Monmouth Police Department.

Parent Responsibility:

For your child's safety, a responsible person must sign out your child each evening. People not listed on the "Pick-Up Authorization Form" will not be allowed to leave with children. Please do not be offended if we ask for a Photo ID of people we do not recognize. Please inform the coordinator or school staff if your child(ren) will not be attending a specific day. You must contact the Site Director if you want someone other than an already authorized person to pick up your child.

Health & Safety

Medicine:

Site directors may **ONLY** administer **prescription medicine in its original container**. If medication is needed during a child's stay with Camp Meskwaki, an "Authorization to Administer Medication" form must be completed and signed. A form is available from your Site Director.



Frequently Asked Questions

Do I have to sign out my child each day?

YES! A responsible adult who has been listed on the enrollment application must physically come into the site and sign out each child. The staff uses the sign-out sheet to determine attendance at the program.

How can I be helpful?

Involvement of parents in the program is essential. Cooperation with all policies and procedures is basic. Take time to talk to the staff about your child and ask your child about the program each day. We gladly accept donations of materials, games, snacks, etc. Ask your Day Camp Administrator about needs.

Whom do I call if I have a question or a concern regarding the Camp Meskwaki Summer Day Camp program?

The first person you should contact is the Day Camp Administrator at the campus you attend. If you need further assistance, call the Warren County YMCA at 734-3183.

How should I dress my child? & What items do they need?

Children will play outside as much as possible. Please be sure they are dressed appropriately for the weather. Bring extra clothes for outside water activities. Pack your child(ren) a water bottle, sunscreen & bug spray each day. Gym shoes are needed for physical activities. Please mark all belongings. The staff is not responsible for lost items.

Who will have access to personal information on my child?

Information is available only to the Day Camp staff.

When is the program legally responsible for my child?

Camp Meskwaki is legally responsible for your child ONLY during the time that your child is signed into the program. The YMCA covers liability insurance. Medical or accident insurance must be provided by the participant, not the YMCA.

What happens if my child is injured?

If your child is seriously injured, the staff will take whatever steps may be necessary to obtain emergency medical care. These steps may include, but are not limited to the following:

- A. Attempts to contact a parent or guardian
- B. Attempts to contact you through any persons listed on the emergency information form you completed for us

If we cannot contact you, we will do all of the following:

- A. Call an ambulance or fire rescue.
- B. Have the child taken to an emergency hospital in the company of a staff member.
- C. Administer emergency CPR or first aid.

