

 **Warren County YMCA**

**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 Camp Meskwaki 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 front desk 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:***

* Camp Meskwaki Director: Emily Brooks– emily@warrencountyymca.org or 309-371-3747
* Camp Meskwaki Coordinator: Grace Brooks - 309-337-0792

***REMIND App:***

Stay updated with camp and communication through the REMIND app! Download the app and type in the code: @campmesk or send a text to 81010

We use this app to communicate with all our families and send quick announcements for any changes to the schedule. You can use this app to communicate with ALL camp staff, including the camp director and coordinator.

***Camp Times:***

* 7:30AM-5:30PM

***Items to Bring:***

* Swim Attire
* Camp Bag
* Water Bottle
* Sunscreen
* Bug Spray
* Extra Clothes
* Sneakers – Anything comfy for walking, running, & activities

***What NOT to Bring***

* Cell Phones
* Toys
* Smart Watches
* Any electronic toys/gaming systems
* No markers or coloring books – we provide those at camp! (:

***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 coordinator 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 for the **SAME** offense may result in the child(ren) being removed from the program permanently.

## ***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:***

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## **Weekly Fee 5 Days:**

## **Members: $90**

## **Non-Members: $105**

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**Y Members ONLY:**

## **$65 flat for additional children**

**Weekly Fee 3 Days:**

**Members: $60 Per Child**

**Non-Members: $75 Per Child**

**\*No additional child discount for 3-day option\***

**\*Both pricing includes a t-shirt for your child(ren) and covers all field trips for the summer! \***

**\*All camp families MUST have a bank account on file for auto draft each week\***

**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 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 Day Camp follows the Illinois Department of Human Services Rule 50.820 Staff Qualifications for License Exempt School-Age Providers. 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 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 listed. 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 Day Camp: Camp Meskwaki 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 regards to that child.

## ***Late Policy:***

There is a late charge of $10 per 15-minutes per child if you pick up your child after 5:30p.m. The only exception is bad weather. The fee will be automatically added onto your bill. If three late pickups occur, your child may be dismissed from Camp Meskwaki.

***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 administrator if you want someone other than an already authorized person to pick up your child.

# **Health & Safety**

# ***Health and Safety:***

For your child’s wellbeing, please do not send a sick child to YMCA After-School Program. Children who have these symptoms:

* a severe cold
* fever
* upset stomach
* undetermined rash

Need to be sent home.

**If your child develops any kind of symptoms of having lice, (itching, scratching, uncomfortableness from their heads), whether there are physical bugs on the child’s head or just the eggs, they CANNOT attend Camp Meskwaki.**

If your child develops any of these symptoms while at YMCA Camp Meskwaki, we will notify you immediately

All children attending Camp Meskwaki must be potty trained.

The safety of the children is our primary concern, but if your child is seriously injured while at Camp Meskwaki, we will attempt to notify parents or an emergency contact. If the situation warrants, we will call emergency personnel.

The YMCA does not provide health or accident insurance for any of its programs.

***COVID-19 Guidelines 2021:***

This link will direct you to the COVID-19 guidelines we are following for camp this summer.

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/camp-planning-tool.pdf>

# ***Medicine:***

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