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# Welcome to Camp Meskwaki!

Where summer begins at the Y!

REGISTER AT:

[www.warrencountnymca.org](http://www.warrencountnymca.org)



# Welcome to the Warren County YMCA Camp Meskwaki Summer Day Camp!

The Camp Meskwaki staff is excited to launch another great summer of camp and we're glad that your child(ren) will be part of the weekly experience. 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.

Our counselors are preparing to work with your child(ren) this summer. Our staff is trained in child abuse prevention, CPR, emergency procedures and basic water safety; all to prepare for staff consistent, quality, and engaging instruction. This program is NOT licensed or regulated by DCFS. We are a licensed exempt program. Firearms are prohibited from the program premises.

## Our Goals:

- To provide children with progressive opportunities and activities that are physically and mentally challenging.
- To encourage children to develop skills that will allow them to build positive relationships with others.
- To give children a positive relationship with adult role models.
- To provide opportunities to accept the responsibility, develop leadership skills, cultivate positive self-image, and give service to others.

On the following pages, you will find information on key topics that you and your child should review together and acknowledge to prepare for a fantastic summer!

- Understanding of policies and procedures found in this Handbook.

Kindly,

Biancha Luna

Camp Director

[biancha@warrencountyyymca.org](mailto:biancha@warrencountyyymca.org)

309-734-3183 ext:304

# **CAMP OVERVIEW AND ACTIVITIES**

## **Camp T-Shirts**

Each camper will receive a camp t-shirt on the first day of Summer Day Camp. We will be sending the t-shirts home with the parents on the first day. The only days campers are required to wear their t-shirt is on field trip days. If parents would like to order a camp t-shirt, there will be a place for them to request one during registration.

## **Water Activities**

Swim times will be scheduled daily for the campers by the Camp Director. If your child wishes to partake in swimming, they need to bring swimwear, sunscreen, goggles (if they prefer), and a towel. The Y provides flotation devices. Children cannot use flotation devices from home unless they are Coast Guard approved. All campers will swim every day at the Pattee Outdoor Pool before it is opened to the public. Campers that choose not to swim will play outside at the YMCA.

## **Library**

Camp Meskwaki campers will have the opportunity to visit the Warren County Library weekly! The library has a great summer program for children to attend at the park or library for their activities each week. The program activities will be on the camp schedule. We encourage reading over the summer and provide children with the opportunity to read at camp.

## **Spiritual Component**

We will be partnering with local churches to do activities each month. We strive to teach Christian principles and apply them to our camp.

## **Parks**

Campers will be attending our community parks weekly.

## **Field Trips and Special Events**

Special activities will be planned before camp begins. Please note, that some field trips and events may change throughout the summer. Make sure your camper wears their camp t-shirt on field trips! There are no additional charges for field trips. Campers may bring money on their field trips, but it will be their responsibility to keep track of it.

## **Awards and Recognition**

Character awards will be given to campers who display caring, honesty, respect, and responsibility at the end of each week.

# **TRANSPORTATION**

All campers will be transported by a school bus to field trips that are outside of Monmouth. When attending the local parks or businesses in Monmouth, we will be transporting the campers by our YMCA vans. All campers will have access to a seat belt in our vans. We do NOT transport children in our vans if they cannot be buckled properly. The YMCA vans are only driven by Camp Meskwaki staff and YMCA full-time staff that have been properly trained and authorized to drive the YMCA vans. All drivers of the YMCA vans are 18 years and older.

We will travel by foot to the outdoor pool, Harmon Park, and other local businesses. If we travel by foot to any place, we always have 2 counselors to help walk the groups. This is to ensure we have one counselor in the front of the line and one counselor in the back of the line to walk the kids safely to their destination and stop traffic when children are crossing the road.

## **CAMP HOURS AND LOCATION**

### **Camp Hours**

7:30AM – 5:30PM

### **Camp Location/Drop-Off/Pick-Up**

- Drop off will start at 7:30AM-8:30AM over at the Pattee Outdoor Pool. You will pull up in your vehicle and will see a counselor with the tablet to check-in the campers. Please do NOT get out of your car. We will come to the car, have you sign the child(ren) in, and we will take them inside the pavilion. During drop off time, campers will be able to have their morning breakfast and socialize before we walk over to the YMCA.
- Pick up will be across the street at our new building, the Camp Meskwaki Campus. Check-out will begin at 4:00PM each day. Please stay in the main entrance of the new building. We will have a counselor bring your child(ren) to you. If you need to pick up early, contact your child's group leader and Camp Director.
- Camp will always be at the Camp Meskwaki Campus.
- Please make sure that you are ALWAYS signing your child(ren) in and out of camp.
- Only persons authorized during registration may pick up. This is for each child's protection. Anyone without letting the Camp Director know or adding an authorized person on their child's behalf will not be allowed to take a child(ren) from the site. Parents/Guardians will be called immediately if this occurs.

## Communication

To stay updated with Camp Meskwaki throughout the summer, receive messages quickly about changes to schedule, or to get in touch with your Camp Meskwaki leaders and Camp Director, please download WhatsApp. You can scan the QR Code below to get started. **It's important you get this app!!!**



## Age Divisions

Camp Meskwaki is for children between the ages of 5 and 12 years (Kindergarten-6<sup>th</sup> Grade) (must have completed a full day childcare program). We do not accept children who are going into Pre-K.

We will be dividing campers into groups based on the age/grade they are going into next school year. Campers will be assigned to one of the following groups on their first day of camp!

- Yellow – Kindergarten
- Red – 1<sup>st</sup>-2<sup>nd</sup>
- Green – 3<sup>rd</sup> – 4<sup>th</sup>
- Blue – 5<sup>th</sup> – 6<sup>th</sup>

## Field Trips

If your child(ren) are attending a field trip, they must be at camp prior to the departure time listed on the schedule. Children CANNOT be dropped off at field trip sites. They also cannot be picked up at a field trip site – UNLESS a parent/guardian is chaperoning the field trip. This does NOT include parks.

Parents/Guardians can pick up and drop off their child(ren) at the local parks. We will make sure your child gets signed in when we are near the tablet.

## Parking

During pick up, we ask that all parents/guardians park in front of the Camp Meskwaki building. You may also park in the Warren County YMCA Parking Lot and walk over to the campus.

# **WHAT TO BRING AND WHAT NOT TO BRING**

## **What to Bring on the First Day:**

We ask that each family donates one container of the following:

- Bug Repellant (Aerosol)
- Sunscreen (Spray of at least SPF 50)
- Clorox Wipes (To help clean surfaces)
- Baby Wipes (To help clean hands when away from YMCA)

All the items above are stored for the summer and used daily for camp activities. If your child has special requirements for any of these, please notify the camp director.

Please note that we will do the best we can to apply sunscreen throughout the day to the campers, but we encourage the campers to apply their sunscreen when they need it on their own. If campers need help applying sunscreen, we will help them, please note that we highly encourage the spray sunscreen instead of the lotion for counselors to apply on children. It is highly recommended that you send your child(ren) with sunscreen applied in the morning.

## **What to Bring Daily to Camp Meskwaki**

- Lunch: All campers will need to bring their own packed lunch each day to camp. Please write their names on the lunches. No microwave or refrigerator provided for lunches.
- Snacks: All campers need to bring a morning snack and afternoon snack. We will not provide snacks, unless needed.
- Extra Clothes: Please provide extra clothes for your child(ren) in case they need them.
  - Shoes
  - Pants
  - T-shirts
  - Underwear
  - Socks
- Swimwear/Towel in a swim bag
- Reusable Water Bottle
- Mask

All items need to be clearly labeled with child's name.

## **What NOT to Bring to Camp Meskwaki**

- Games

- Pokémon Cards
- Toys
- Gloves
- Electronics
- Cell Phone
- Money
- Pop-It's/Fidgets

### What to Wear

- Comfortable close toed shoes
  - No sandals or flip flops
- Comfortable and Non-Restrictive Clothing

### Lost and Found

The YMCA is not responsible for lost or broken items. Do not permit your child to bring valuables or treasured items to camp. A Lost & Found area will be maintained. Items in this area will be kept for up to 2 weeks only. Please place your child's first and last name on all personal items.

## **DISCIPLINE POLICY**

### Discipline Policy

This program has been developed to provide activities that are safe, creative, and fun for the campers. No child's behavior will be allowed to interfere with others' rights to enjoy being at camp. Any child who, after attempts have been made to meet the child's individual needs, demonstrates inability to benefit from our camp program, or whose presence is detrimental to the group, shall be discharged from the program.

**We are not licensed therapists, psychologists, or teachers. We do not have the qualifications to do any one-on-one special treatment for campers. We are always willing to listen to the campers and give them our best support with their struggles to ensure their safe and having fun at camp.**

**Parents/Guardians should not rely on us to fix their child(ren)'s behavioral issues or expect us to "treat" a camper medically. We are legally not allowed to do that. If we believe your child(ren) are unable to follow the Camp Meskwaki rules/expectations, they will be removed immediately.**

### **3 Strikes, You're OUT!**

First Offense: 3 Day Suspension

Second Offense: Meeting with Parent/Guardian & one-week suspension

Third Offense: Suspension from Camp Meskwaki the rest of the summer

We do not tolerate:

- Disrespecting any Camp Meskwaki staff or Warren County YMCA staff. This may include language, not following directions, or not listening.
- Calling other campers names that are not appropriate for camp.
- Having inappropriate conversations with other campers that is not allowed at camp.
- Not keeping their hands to themselves
- **Hitting or kicking any Camp Meskwaki or Warren County YMCA staff in an aggressive manner**
- **Running off away from the Y or Camp Group**
- **Destroying or breaking any kind of Camp Meskwaki or Warren County YMCA property**
- **Inappropriate language towards a Camp Meskwaki Counselor or Warren County YMCA Staff.**
- **Refusal to go with their group or not listen to their counselors.**

Parents/Guardians may be asked to remove their child from camp for the day or for a period depending on the circumstances of the incident. If we ask parents/guardians to have their child(ren) picked up from camp for the day, please try to have someone pick up the campers in a timely manner.

**Refund and credits are not given for days suspended or picked up early.**

The Camp Director has the authority at any time to permanently suspend a camper for the rest of the summer based on behavior. This goes for parents/guardians – If you choose to be disrespectful to any Camp Meskwaki staff or Warren County YMCA staff while your child(ren) are in camp, the Camp Director will remove the child(ren) from camp. We do not tolerate any kind of disrespectful language towards staff.

## **HEALTH AND SAFETY**

The Warren County YMCA Camp Meskwaki Summer Day Camp Program follows the Illinois Department of Public Health and has been approved by the Illinois State Fire Marshal that the facility is safe for all children to be in and is up to date with fire safety procedures.

For your child's wellbeing, please do not send a sick child to the Warren County YMCA Camp Meskwaki Summer Day Camp Program. Children who have a severe cold, fever, upset stomach, lice, or undetermined rash will be more comfortable at home. If your child develops any of these symptoms while at Warren County YMCA Camp Meskwaki Summer Day Camp Program, we will notify you.

All children attending the Warren County YMCA Camp Meskwaki Summer Day Camp Program must be potty trained.



All first aid kits are in our Camp Meskwaki Campus building, in all our YMCA vans, and at our front desk.

All emergency personnel phone numbers are posted throughout the Camp Meskwaki building in case of an emergency.

The safety of the children is our primary concern, but if your child is seriously injured while at the Warren County YMCA Camp Meskwaki Summer Day Camp Program, 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.

### Medicine Policy

- All medications must be given directly to the camp staff in the ORIGINAL PERSCRIPTION CONTAINER.
- Staff will store medication in a lock box located in the camp director's office.
- If your child will receive medication at camp, that section needs to be filled out when you register your child(ren) online.
- If medication changes during camp, contact the camp director to have it updated.
- We will have certain medications on hand for children if parents sign that it is okay for us to give them that medication that is over the counter. Parents will still be contacted before giving them medication.
- All counselors always carry a fanny pack full of first aid items with them. Our big first aid kit is always upstairs in our closet for easy access. We also have a first aid kit in our YMCA vans and at the front desk.
- Emergency phone numbers are posted upstairs in the Y Kids Clubhouse for all to see and in the door of our camp closet downstairs.

### Illness

Children should NOT be sent to camp if they have any of the following symptoms 24 hours prior to arrival.

- **Fever:** If over 100 degrees or accompanied by other symptoms such as:
  - Vomiting
  - Diarrhea
  - Etc....
- **Respiratory Problems:** Severe congestion or unexplained wheezing.
- **Vomiting and/or Diarrhea:** Which occurs more than once or is accompanied by other flu-like symptoms.
- **Rash:** If the cause of the rash is unknown, if the rash is not being treated, or is known to be contagious.
- **Chicken Pox or Measles:** Or other communicable diseases.

- Lice: Please do not send your child with any kind of lice or lice eggs in their hair. If a child has lice or lice eggs in their hair, they need to be fully treated before attending back to camp.

### Injuries

If your child is injured during camp, the staff will take all steps necessary to administer emergency medical care. These steps may include, but are not limited to the following:

- Attempts to contact the parents/guardians.
- Attempts to contact emergency contacts.
- Contact of ambulance or paramedics.
- If a child is needing to be transported by an ambulance and parent is not on site, the child will have two Y staff members who will go with them to the hospital.

### Personal Emergencies

If you have an emergency and need to reach the Camp Director or your child during the day at camp, please either message on WhatsApp or call the Warren County YMCA front desk at 309-734-3183 and request to speak with Emily Brooks. If neither is available, inform the staff member on the phone of the circumstance and they will get in contact with the needed staff/children.

## **CAMP REGISTRATION AND TERMINATION**

### Registration

- You will need to login to Daxko or create a login through Daxko
- If you have used the YMCA for childcare, sports, membership, or any programs, you probably have an account with us. The Camp Director can send you a reset password link if needed.
- Take your time when registering your child(ren) for camp. We want to make sure all their information is correct on their profile.

### Waitlist

There is a registration cap for camp. If you register after that cap has been reached, or after we close the registration, your child(ren) will be put on the waitlist. Parents/Guardians will be contacted if we have space available for their camper(s).

### Termination

If you wish to terminate your camp registration, you must contact the Camp Director.

## **PAYMENTS AND FINANCIAL ASSISTANCE**

Parents/Guardians will have weekly payments for camp. Payments will come out at the beginning of each week (Monday) automatically. Camp Meskwaki has a 5-day option ONLY for campers K-6<sup>th</sup> grade. Your weekly payments reserve your spot at camp as we have limited spots available. If your family leaves for vacation and you choose to not to pay the week(s) you are gone, please let the camp director know. However, not paying the week(s) you are gone will allow another family to take your spot at camp. Fees include Camp Meskwaki t-shirts & field trip admissions.

If there is a holiday that falls during the week of camp and we don't have camp, your rate will be prorated for that week but will still automatically be taken out on Monday per usual. Failure to pay camp fees indicates that your child will not be attending camp.

Those who use CCR&R/YMCA assistance will need to contact Emily before registering for camp as she will need to add in your CCR&R/YMCA assistance amount. After Emily has completed putting in your final amounts, you may register your child(ren) for Camp Meskwaki. You MUST still add a payment method for scheduled payments.

### Fees:

#### 5 Days – K-6<sup>th</sup> Grade

- Members: \$120.00/Weekly
  - \$95.00/Weekly Additional Children for YMCA Members ONLY
- All Summer: \$1,056.00/Flat Rate
  - \$836.00/Flat Rate Additional Children for YMCA Members ONLY
  
- Non-Members: \$135.00/Weekly
  - All Summer: \$1,188.00/Flat Rate

### Late Pick-Up Fee

There is a late charge of \$10 per 15-minutes per child if you pick up your child(ren) 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.

### Fee Assistance

Fee assistance is available through Childcare Resource and Referral of Western Illinois or by the YMCA fee assistance program to those who qualify. For more information, contact the Camp Director, Emily Brooks at 309-734-3183.

## **Risk Management Policy**

The Warren County YMCA Camp Meskwaki Summer Day Camp Program 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 after-school 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 Camp Meskwaki Summer Day Camp Program have received copies of our policies. A copy of our insurance coverage is located inside the camp cabinet if needed.

All entry ways of the Warren County YMCA have signs indicating that “No Firearms” are allowed on the premises. Firearms are prohibited from the Warren County YMCA campus.

Be advised that the Warren County YMCA Camp Meskwaki Summer Day Camp Program is not licensed or regulated by DCFS. We are a licensed exemption program meaning we only serve students who are Kindergarten-6th Grade.

