

Mattoon Area Family YMCA Summer Camp Handbook 2023



*Every Summer
has a Story*

Welcome to the Mattoon Area Family YMCA Summer Camp!

The YMCA staff is excited to launch another great summer of camp, and we're glad that your child will be a part of the weekly experience. We recognize that when you register your child for camp, you are entrusting the care of your child to our dedicated staff team. We have a mutual investment in making sure that your child's physical, social, and mental well-being is enriched through his or her YMCA camp experience.

Based on decades of camp administration, we know one thing that ensures a safe and memorable summer for all: communication between guardians and staff. Please know that your insights and feedback are welcome and encouraged to make sure the YMCA camp meets you and your child's expectations. Please contact me if you have any questions or concerns.

We have a superb group of camp counselors preparing to work with your child this summer. Our staff is trained in child abuse prevention, CPR, emergency procedures, and basic water safety, all to prepare staff for consistent, quality, and engaging instruction.

This program is not licensed or regulated by DCFS. We are a licensed exempt program. Firearms are prohibited from 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 responsibility, develop leadership skills, cultivate a positive self-image, and give service to others.
- To help youth appreciate and respect the earth and understand their responsibility for the stewardship of our global community.

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
- Code of Character Conduct reviewed with child (Page 7)

We hope your child has a great summer experience!

Sincerely,
Kiyla DeVoss
Camp Director
kdevoss@mattoonymca.org
217-234-9494



CAMP OVERVIEW AND ACTIVITIES

Themed Weeks

Each week of camp brings a new and exciting theme that the activities and opportunities will focus around! Please see the attached schedule for a summary of the themes. Updated copies will be provided at camp.

Camp T-Shirts

Each camper will receive a camp shirt (sizes not guaranteed). The only days they are required to wear the camp shirt are on field trip days. Shirt sizes are given on a first-come, first-serve basis.

Water Activities

Swim times will be scheduled almost daily at the YMCA. If your child wishes to partake, they need to bring swimwear and a towel. The Y provides floatation devices. Children cannot use floatation devices from home.

Gardening

Campers have the opportunity to participate in local community gardens through a partnership with a local nonprofit called Fit-2-Serve.

Library

We will also head to the Mattoon Public Library weekly! The library has opportunities for education and play. We encourage reading over the summer and provide children the opportunity/time to read.

Spiritual Component

We strive to teach Christian principles and apply them to our camp.

Parks

Weekly, each group will go to one of our parks! That day, they will spend the morning in the sunshine!

Fitness Classes

The Y is an excellent facility for physical fitness, and we want to encourage that in our campers to promote health! So, classes are offered specifically for our campers and geared towards their age and developmental level.

Field Trips and Special Events

Special activities will be planned throughout camp. It is not necessary to sign an individual slip for every outing. Registration in our camp programs automatically grants permission for attendance on field trips. Make sure your camper wears their camp shirt on the field trips!

Community Partners and Guest Speakers

Our camp has other community partners from those listed that come for special activities and classes! We are grateful for our partners and the opportunities they provide for our youth!

Awards and Recognition

Character awards will be given to campers who display caring, honesty, respect, or responsibility. One camper from each group will be chosen to receive this award as the "Camper of the Day"

CAMP HOURS AND LOCATION

Camp Hours: 6:30 AM – 5:30 PM

*There will be a \$1.00 per minute per child charge beginning at 5:30 if your child is picked up late.

Camp Location

Camp begins and ends the day at the Mattoon Area Family YMCA.

Age Divisions *Camp is for children between the ages of 5 (must have completed a full-day childcare program) and 12*

We divide campers into groups based on the age/the 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
- Red
- Green
- Blue

Check-In Procedures

Guardians are required to walk their children in and sign their child in and out each day. Children can be dropped off starting at 6:30 AM. Guardians must escort children arriving after 8:30 AM to the site they are located.

If your child is attending a field trip, they must be at camp prior to the departure time listed on the handout. Children CANNOT be dropped off at field trip sites. They also cannot be picked up at a field trip site.

Check-Out Procedures

Check Out will be completed by a Camp Counselor. If the child is not in our facility, the guardian must pick him/her up from the activity site or wait for the camper's return. There is a late pickup fee of \$1/minute per child picked up after 5:30 PM.

****Staff will be checking photo IDs every day for pick up, so please come with that ready ****

Only persons authorized during registration may pick up. This is for the child's protection. Guardians are responsible for keeping the Trusted Contacts (who is authorized for pickup) on CampDoc updated throughout camp. Anyone without proper authorization will not be allowed to take a child from the site. Guardians will be called immediately if this occurs.

Parking

During pick up and drop off, we ask that guardians **please park in a parking spot** for the safety of all and use caution driving through our parking area.

WHAT TO BRING AND WHAT NOT TO BRING

What to Bring on your Child's First Day:

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

- Bug Repellant (Aerosol)
- Sunscreen (Spray of at least SPF 50)
- Baby Wipes (Used for cleaning surfaces and hands off-site)

*These 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.

What to Bring Daily:

-Lunch: Should be labeled with child's name. No microwave or refrigerator provided for lunches.

* We provide a morning and afternoon snack.

-Swimwear/Towel in a Bag (Optional Swim Time)

-Water Bottle

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

What NOT to Bring:

- Things from home: Games, toys, balls, electronics, cell phones, money.

-Medications that have not been authorized and submitted to Camp Staff.

What to Wear:

-Comfortable Gym Shoes. No sandals, crocs, or flip-flops.

-Comfortable and non-restrictive clothing (covers camper's chest and midriff) that can get messy.

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' right to enjoy being at camp. Any child who, after attempts have been made to meet the child's individual needs, demonstrates an inability to benefit from our camp program, or whose presence is detrimental to the group, shall be discharged from the program.

Guardians may be asked to remove their child from camp for the day or for a period of time depending on the circumstances of the incident. Refunds 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 behavioral issues

HEALTH AND SAFETY

Medicine Policy

All medications must be given directly to camp staff in the **ORIGINAL PRESCRIPTION CONTAINER**. Staff will only store one week's worth of medication.

If your child will receive medication at camp, that section of the profile in CampDoc must be completed. If medication changes during camp, contact the Director to update it.

Illness

Children should NOT be sent to camp if they have any of the following symptoms 24 hours prior to arrival. Children must be symptom-free without medication for 24 hours before returning to camp.

*****The following are general camp guidelines.***

- **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.

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 guardian.**
- **Attempts to contact emergency contacts.**
- **Contact of ambulance or paramedics.**
- **If a child is needing to be transported by an ambulance and the 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 call our Welcome Desk at the YMCA (217-234-9494) and request Kiyla DeVoss. If Kiyla isn't 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: <https://mattoonymca.org/summer-day-camp/>

You will need to log in or create a log in

**** If you have ever used the YMCA for child care, sports, membership, or any programs, you probably have an account so start with the "Find Account" option. If no account is found, "Sign Up" now.**

A camper must be registered by a legal guardian for each week planned to attend. Late registration and same-day registration are permitted as space is available. These registrations are not prorated.

***Child cannot be registered or attend camp until all outstanding fees from other programs are paid.**

Failure to communicate non-attendance for more than one week will result in canceled reservations for the rest of the summer. The camp director will reach out in an effort to make contact on the status of attendance.

CampDoc

You will receive an email from CampDoc to complete a profile for your child. This must be completed before your child starts camp. The Health Profile/Trusted Contacts must be 100% complete.

Waitlist

There is a registration cap for camp. If you register after that cap has been reached, your child will be put on the waitlist. Guardians will be contacted if we have space for their camper.

Termination

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

PAYMENTS AND FINANCIAL ASSISTANCE

When you register, payment or a payment method is required at the end. You may pay it right then or leave it as \$0 for it to schedule future payments. Payments will schedule for the first day of each camp week when the amount is left as \$0. All camp fees are due by the first day of each week the camper is registered. Failure to pay camp fees indicates that your child will not be attending camp.

****Those who use CCR&R/YMCA assistance will leave the payment as \$0. You will need to enter a payment method and contact Kiyla so she can adjust your payment amounts or schedule co-pays.**

If you need to make special payment arrangements, you must contact the camp director by the Thursday prior to that week of camp.

Fees:

-Member: \$125 per week.

-Non-Member: \$150 per week.

*Membership based on the child's status of membership.

Late Pickup Fee:

A \$1 per minute (per child) fee will be added for each minute after 5:30 PM (based on cell phone time).

An invoice for this fee will be emailed and it will be processed with the next scheduled payment.

FINANCIAL AID

Financial aid is available through Child Care Resource and Referral or by YMCA scholarship to those who qualify. For information, contact the Camp Director: Kiyla DeVoss (217-234-9494)

YMCA Summer Day Camp Character Code of Conduct Contract

The YMCA Summer Day Camp strives to provide an environment in which children can develop meaningful relationships, acquire new skills, and be engaged in activities that improve their spiritual, physical, and mental well-being. The four pillars of YMCA Character Development are Respect, Responsibility, Caring, and Honesty.

As staff demonstrates these characteristics, we ask that your child honor these important character traits as well by agreeing to the following Character Contract.

Please read through the Character Contract with your child and acknowledge your mutual agreement to the contents of the Character Contract during registration.

Day Camp Character Code of Conduct Contract

My child(ren) and I agree to honor and support the attributes of good character while participating in YMCA Summer Day Camp:

Speak with Respect

I will choose to speak respectfully to and about other campers and staff. I will not have harmful conversations about others, discuss inappropriate topics, or use inappropriate language or gestures.

Listen to Staff

I will honor staff's directions the first time I am asked or told to do something.

Play Fairly

I will play in all activities that I have been given permission to do so and will play fair, following instructions, and respecting others' rights to play. I will not physically hurt or act aggressively towards others. If I need help expressing my feelings with words, I will ask a camp counselor for help and will keep my hands and feet to myself.

Be Accountable

I will remain with my assigned group of fellow campers and counselors at all times to ensure my safety while at the YMCA Summer Camp and during off-site trips.

Be Caring

I will ask permission to use toys, games, and equipment. I will care for these items while I am enjoying them so that my fellow campers can have the same experience. I will help care for the YMCA property by cleaning up after myself and returning toys, games, and equipment to their proper place when I am done enjoying them.

CAMP SCHEDULE

****Subject to Change****

Week	Theme	<u>Thursday</u> Dress Up Theme	Field Trip
<u>Week 1</u> May 25-26	Blast Off to Summer: Ready? Set. Summer! Hooray! We are going to have a blast this summer. Let's get this camp thing started!	Summer Outfit	
<u>Week 2</u> May 30-June 2	Time Travel Week Let's travel back to the Middle Ages and conquer the dragon or venture even further back to Ancient Egypt and explore the ancient civilization. Just remember to land right back where you started - we wouldn't want you stuck in the past with the dinosaurs!	Favorite Era	Red/Yellow: Ballard Nature Center
<u>Week 3</u> June 5-9	World Of Words Week Let's explore the wonderful world of words through activities like a GIANT word search, word Jenga, and roll up some word dice to discover the creative power of words and gain the confidence to master word wizardry!	Favorite Book Character	Blue/Green: Ballard Nature Center
<u>Week 4</u> June 12-16	Pirate Fever Aye aye, maties! It's time to sail the seven seas in search of treasure! Perhaps you could conduct a search for buried treasure near your camp headquarters? Or for some role-play fun, dress up as pirates and have an imaginary swashbuckling adventure! The opportunities are endless - and we can promise you won't have to walk the plank as a result!	Private Wear	
<u>Week 5</u> June 19-23	Safari Week Did someone say safari? Let's explore the spectacular sights and sounds of a safari. Now, we hear what you're saying - "There are no safari animals in Illinois!" While this is true, that shouldn't stand in the way of a safari-themed experience.	Safari Wear	All: Exotic Feline Rescue

<u>Week 6</u> June 26-30	Camp Olympics The Camp Olympics 2023 is here! Let's learn the value of hard work, skills to support each other, and most importantly let's have a lot of fun! Many activities to compete in like running races, wheel-barrel races, and egg-and-spoon races.	Favorite Olympic Sport or Country	Red/Yellow: Terre Haute Children's Museum
<u>Week 7</u> July 3,5-7 **No Camp 4 th of July	Superheroes Assemble The summer camp is in danger from the dastardly and devious Storm-Man! He means to make summer miserable for everyone, sending rain to wash away your summer camp. This calls for a superhero (or 20...) to the rescue! Let's use our teamwork skills and work together to save the day.	Superhero Wear	Blue/Green: Terre Haute Children's Museum
<u>Week 8</u> July 10-14	Tropical Week Say ALOHA Summer! Our week will be inspired by adventures above and below the ocean. We will be in search of fun adventures that scream the tropics. This week is all about having fun, getting wet and staying cool through it all!	Hawaiian Wear	Red/Yellow: Splash Pad
<u>Week 9</u> July 17-21	World of Magic Magic lives within all of us! Stories about people, places and possibilities. Children will learn about the magic all around them. Activities will include making wind streamers, keeping paper dry under water, and making and drinking magic milk!	Magic Wear	Blue/Green: Splash Pad
<u>Week 10</u> July 24-28	Lost In Space Let's get lost in space! Aliens invading your camp and leaving clues to find on a treasure hunt? Sounds exciting! Or maybe you want to take a more educational approach, and do some stargazing, charting the galaxy? It will be intergalactic levels of fun.	Space Wear	
<u>Week 11</u> July 31-August 4	Cooking Around The World Food is EVERYWHERE! Let's learn about different kinds of food all across the world while learning about healthy eating habits for our brains	Favorite Food	All: Skating Rink

	and body		
<u>Week 12</u> August 7-11	Camp's Got Talent Summer is almost over, BUMMER!! Let's celebrate the final week of camp with games, fun, and an end of the year TALENT SHOW! We will make sure to include all the summer favorites again this week.	Favorite Costume	
<u>Week 13</u> August 14-16			