



# BEST SUMMER EVER™



## C.W. Avery Family YMCA Summer Day Camp

### WELCOME TO CAMP!

Dear Parents and Campers:

Welcome to Summer Camp! We are glad that you have chosen our quality program to meet your needs this summer. There are many camps in this area and our staff will soon have the opportunity to prove to you that you made the right decision!

The C.W. Avery YMCA Summer Camp at Valley View 365U is unlike any camp experience in the area. Our staff works year round to prepare for a successful 8-week summer program for children in our community. Many hours have been spent planning, preparing, and creating new program areas to give children a summer camp experience with lasting memories.

This welcome packet was created with your concerns in mind. It is our hope that you find this packet useful in answering any questions that you and your child may have, as well as fully understanding the policies and procedures of the C.W. Avery Family YMCA Summer Camp at Valley View.

We are excited that summer is here, and look forward to a safe summer full of activities with our campers. Again, welcome to the C.W. Avery YMCA family, and thank you for your commitment to our program. With your help, we now have the opportunity to build strong kids, strong families, and strong communities.

Sincerely,

Kassandra Lepe  
Camp Director

Jenna Duffels  
Camp Manager

#### YMCA Mission

The mission of the YMCA is to develop spirit, mind and body. We carry that mission out one child at a time. In keeping with YMCA principals, we believe a child's spiritual experience is vitally important in developing character.

#### Vision Statement

At the Greater Joliet Area YMCA, we are dedicated to fostering a culture that promotes the goals of accepting, respecting and valuing differences amongst all members, staff, volunteers and guests, and creates a welcoming environment to ensure the YMCA experience is inclusive and open to all.

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### DAILY SCHEDULE EXAMPLE

7am-9am	Campers Arrive/Group Activities
9am-9:30am	Opening Ceremonies
9:30am-12:30pm	Group Activities/Morning Snack
12:30pm-1:30pm	Lunch
1:30pm-4:15pm	Group Activities/Afternoon Snack
4:15pm-6pm	Closing Ceremonies/Group Activities

### WHAT TO BRING TO CAMP (AND WHAT SHOULD STAY HOME!)

The majority of our camp day is spent OUTSIDE! Please make sure to dress appropriately, and leave any unnecessary items at home.

#### BRING TO CAMP:

- Backpack (labeled with Camper's name)
- Cool, comfortable play clothes
- Gym shoes (no sandals or open toe shoes please!)
- Sunscreen (labeled with Camper's name)
- Water bottle (labeled with Camper's name)

#### OPTIONAL ITEMS:

- Hat
- Sunglasses

#### ITEMS TO LEAVE AT HOME:

Electronics, cell phones, flip flops/open toe shoes, dressy clothes, jewelry, trading cards, toys, items of value

\*The YMCA will not be responsible for items that are lost or stolen.

### 2024 SUMMER DAY CAMP LOCATIONS – VALLEY VIEW

John R. Tibbott Elementary  
520 Gary Drive  
Bolingbrook, IL 60440

Beverly Skoff Elementary  
775 W. Normantown Rd.  
Romeoville, IL 60446



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## C.W. Avery Family YMCA Summer Day Camp

### GENERAL CAMP INFORMATION

#### Hours and Days of Operation:

The C.W. Avery Family YMCA Summer Day Camp at Valley View begins at 7:00am and lasts until 6:00pm, Monday through Friday. The majority of our camp day is spent outside, please dress accordingly.

The C.W. Avery Family YMCA at Valley View offers 8 weeks of Summer Day Camp. Camp sessions are listed below:

Week #1: June 3-7

Week #2: June 10-14

Week #3: June 17-21\*

\*No Camp on June 19, 2024

Week #4: June 24-28

Week # 5: July 1-5\*

\*No Camp on July 4, 2024

Week #6: July 8-12

Week #7: July 15-19

Week #8: July 22-26

#### About Our Staff:

We hire mature and enthusiastic staff to help us provide a quality, safe and enjoyable program for all involved. All staff are trained to work with children in a Summer Camp, as well as trained in CPR, First Aid & Child Abuse Prevention. A criminal background check and reference checks have been conducted, documented, and filed on all staff. The majority of our staff are college age and above, and have a passion for working with children.

#### Summer Camp T-Shirts:

All campers will receive one YMCA Day Camp Shirt that is to be worn on field trip days. Additional camp shirts are available to purchase for \$7 each.

#### Lunch and Snacks:

Campers will receive a healthy lunch every day. Campers will need to bring 2 additional snacks in a labeled, disposable container. Please send your camper with a water bottle, labeled with their name, every day.

#### Enrollment Forms:

Summer camp enrollment will take place online. Enrollment information will be kept confidential; only staff working with your child will have access to this information. If at any time your contact information or other information changes, please inform the Camp Director or Manager. If we do not have all required information, your child will not be able to sign in to our Summer Camp Program. Please note: our program is license exempt and is not regulated by DCFS.

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## C.W. Avery Family YMCA Summer Day Camp

### Parent Communication:

Have a question about camp but don't know where to look? The following list is where we post our most updated information:

- Facebook: Contains camp photos, Y news and any emergency information
- A weekly camp email will sent out the Friday prior to that week of camp

### Payment Information & Registration Deadline:

Upon registration, weekly camp payments will be set up to electronically withdraw on the Wednesday prior to that week of camp. **The registration deadline for any week of camp is the Monday prior to that week.**

Registration fees are non-refundable and non-transferable.

Week #	Payment due	Week #	Payment due	Week #	Payment due
Week 1	May 29, 2024	Week 4	June 19, 2024	Week 7	July 10, 2024
Week 2	June 5, 2024	Week 5	June 26, 2024	Week 8	July 17, 2024
Week 3	June 12, 2024	Week 6	July 3, 2024		

If you should have an NSF (non-sufficient funds) return or declined payment on your account, an attempt will be made to redraft your payment within 24 hours. If we fail to collect your payment after the second attempt, you will be charged a \$30 return fee. If payment is not paid by the Friday prior to the registered week of camp, participation in the program may be suspended or terminated. *See the electronic draft authorization form for further information regarding draft payments.*

### Refund/Credit Policy:

Due to extensive scheduling for staff, activities, and materials, we will not be able to refund any camping fees. Fees will not be refunded if a camper is sent home due to disciplinary reasons.

Withdrawal for any week of camp needs to be completed by the **Monday** prior to the start date of the registered week. To submit a withdrawal, please email your request to Jenna Duffels at [jduffels@jolietyymca.org](mailto:jduffels@jolietyymca.org).



## C.W. Avery Family YMCA Summer Day Camp

### FIELD TRIP DAY INFORMATION

Field trips are a major part of our Camp Program. We feel that we have chosen destinations that are age appropriate for our campers. Below are some guidelines that will help us insure that all of our campers have a safe, enjoyable time on our field trips.

- **Arrive on time!** All campers should be signed in to camp no later than 9am on field trip days. Campers who arrive after buses have left on field trip days will not be allowed to stay at camp that day.
- **Wear your camp T-shirt!** Campers that do not come to camp with their fieldtrip shirt will be given a new shirt. Parents/Guardians will be billed \$7 for the new shirt.
- **Be prepared!** Make sure you have everything you need for field trip day.
  - Lunch and 2 snacks in a labeled lunch bag.
  - Sunscreen (labeled!)
  - Water bottle (labeled!)
  - Dress appropriately! Only close-toed shoes please!
  - Towel and swimsuit (for water park field trips).

All field trip destinations will be posted in the weekly newsletter. The majority of our field trips are on Wednesdays. There may be times when the destination will change at the last minute due to circumstances beyond our control. We will try our best to make parents aware of these changes as soon as possible. We schedule field trips to return to the YMCA camp location no later than 4:30pm. There may be times when the bus is late due to traffic, issues on the trip, or situations we cannot control. We hope this does not happen often, but if it does, we ask that parents be understanding about this matter.

### BUS RULES

All YMCA staff will be enforcing the rules listed below when our campers get on the bus. Please make sure that your child is well aware of what is expected of them when they step foot onto the bus during camp.

- Do not leave your seat while the bus is moving.
- Remain in the bus during a road emergency until the driver has given directions.
- Keep hands, arms, head, and feet inside the bus at all times.
- Do not throw anything out of the bus windows.
- Treat bus equipment as you would treat your own belongings. Never tamper with the bus or any of its equipment.
- No food, drink, candy, or gum is permitted on the bus at any time.
- Voices must be kept low at all times. The bus driver needs to be alert at all times, and loud voices may cause confusion.
- Be sure to take all belongings with you when you get off the bus. The YMCA is not responsible for lost or stolen property.
- The bus driver will have the final authority on the bus regarding rules, regulations, and policies. Campers are expected to follow these rules.



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## C.W. Avery Family YMCA Summer Day Camp

### POLICIES AND PROCEDURES

#### Medication at Camp:

Any medications given to a child during our Summer Camp Program must be in its original container. Our staff will only dispense prescription medication. We will not distribute medicine to control a fever or relieve pain. YMCA staff will not be allowed to give the first dosage of medicine to a child. If a child needs to take prescribed medication in our care, the parent must complete a Medication Authorization form. This information must also be listed on the enrollment form. For campers who have asthma, please be sure to send along an inhaler. Campers will be required to carry their own inhaler unless otherwise noted by a parent. Many children who have asthma know best when they need to use their inhaler, and will be supervised by a camp counselor. Please be very specific when giving us information regarding your child's medication, as each camper's health is important to us. For campers with allergies requiring epinephrine injections (EpiPen), the YMCA asks that parents provide the counselor with the device that can be carried in the First Aid kit at all times. Along with providing the EpiPen, we will need a Medication Authorization form describing ALL allergies.

#### Illness and Injury at Camp:

With each child's welfare in mind, we ask parents not to send a child to camp if he/she is sick or has a fever. We also ask that if a child has an injury that may affect their positive Summer Camp experience that parents do not send their child to camp. Campers are asked to participate in a wide variety of activities each day and if they are injured or ill, they may not feel up to or have the ability to take part in planned activities. If a child becomes ill or injured during camp hours, parents/guardians will be contacted and asked to pick up their child from the YMCA. In the event that we are unable to contact the parent or guardian, we will review the emergency contact information to locate one of your designees who can pick up the child.

A camper who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing other symptoms of illness will be sent home. Parents should monitor his or her symptoms and consult a doctor if concerned about the symptoms.

A camper that has been sent home can return to camp when:

- He or she has had no fever for at least 24 hours without taking medication to reduce fever during that time; AND
- Any other symptoms are improving

A camper who experiences fever and/or respiratory symptoms while home should not return to camp.

If your child is injured at camp, the Camp Director will take whatever steps necessary to obtain emergency care, and try to make your child as comfortable as possible. We will then seek to contact the child's parent/guardian. Please update camp staff of any changes in contact information in the event we should have to contact you.

To keep everyone healthy and safe this summer, we will follow guidance from the Centers for Disease Control and Prevention (CDC) and local, state, and federal health officials.



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### Sunscreen:

In an effort to prevent sunburn at camp this summer, we have established the following procedures for the safety of your child.

- All campers must carry a bottle of sunscreen in their backpack, preferably the spray type so that Day Camp staff can help any campers with hard to reach areas. Camp staff will not apply “rub-on” sunscreen to any camper
- Sunscreen will be applied three times daily
  - a. Morning snack time
  - b. Lunch time
  - c. Afternoon snack time
- Day camp staff will verify that all campers have applied sunscreen before moving into the activities as planned
- Please LABEL your camper’s sunscreen bottle

### Camper Sign in/Sign out Procedures:

Summer camp offers curbside drop off and pick up. Upon arrival, please proceed to the designated drop-off lane. Staff will be waiting for your arrival and will pass the sign in device through the window for the parent/guardian to sign in. Your camper will then get out of the vehicle to be escorted to their group.

For pick up, parents/guardians will pull into the lot and into a designated parking spot. Once parked, please send a text message to the camp site phone, alerting our staff to your arrival. The camp site phone number will be displayed on the camp parking space sign. Please include your name, your child’s name and the parking spot number that you are in when sending your text. A staff member will then escort your child to your vehicle for sign out. Please have your PICTURE ID available to show to the camp staff. Please remain in your vehicle at all times unless your child needs assistance getting in/out of the vehicle.

- Campers must be signed in/out by a parent/guardian or an individual 16 years or older who is listed on the authorization form.
- All campers are encouraged to be signed in by 9:00am, as scheduled events typically begin after this time.
- A late fee will be charged for each occurrence that children are picked up late. Parents will be charged \$10 for every 15 minutes, per child. Late fees will be expected to be paid the next day. Repeated late pick-ups may result in removal from the summer camp program.
  - 1-15 minutes = \$10 per child
  - 16-30 minutes = \$20 per child
  - 31-45 minutes = \$30 per child

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### Sign In/Pick-up Location:

For both camp locations, please pull up to the main entrance of the building along the curb.

Adults **MUST** sign children in and out EACH day.

### Early Pick-up:

Should a camper need to be picked up mid-day, please park in one of the designated camp parking spots. Once parked, please text the camp phone with your name and your child's name. Camp staff will confirm that your message has been received and will escort your child to your vehicle for the sign out process. Parents/Guardians will need to show a picture ID to pick up their camper. Please understand that it may take our staff up to 15 minutes to bring a camper from their activity depending on their location/activity during that time.

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### YMCA Day Camp Behavior Management Guidelines

The Greater Joliet Area YMCA has a zero-tolerance policy for any sort of violent or disruptive behavior. We will not tolerate disrespect towards our facilities, staff, program materials, or other camp participants. Physical or verbal fighting, degrading, making fun of others, demeaning, or threatening other campers or staff will not be allowed. Any campers involved in these types of activities will be subject to discipline, and may be sent home for the day, suspended from camp, or removed from the program. Throughout the day, minor incidents will follow progressive discipline. A warning will be issued, then a timeout from activities, followed by a call home to parents.

#### Character Counts at the Y!

Campers are expected to practice and model the YMCA four core values at camp:

#### CARING

- We care about each other's feelings; we do not tease or make fun.
- We take care of the camp equipment so that others can enjoy it too.
- We care for the YMCA property by keeping it litter free, and by cleaning up after ourselves.
- We care about our bodies: NO smoking, alcohol, or drugs.
- We care for others by keeping our hands and feet to ourselves. We do not hit, kick, push, or play rough.

#### HONESTY

- We practice honesty by always telling the truth.
- We practice honesty by making sure everyone is treated fairly.
- We are honest with ourselves, and ask for help when we need it.
- We practice honesty by "doing the right thing" without being asked or told.

#### RESPECT

- We show respect by listening to our counselors and other staff members.
- We show respect by following directions the first time they are given.
- We show respect by speaking to each other nicely and using appropriate language.
- We show respect by asking before touching or taking someone else's belongings.

#### RESPONSIBILITY

- We show responsibility by coming to camp prepared for the day.
- We show responsibility by leaving unnecessary items at home when we come to camp.
- We show responsibility by staying with our groups where our counselors can see us.
- We show responsibility by asking permission if we need to leave our group for any reason.



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When breaches of rules and regulations occur, it is the responsibility of YMCA staff to work with the camper & the camper's parent(s)/guardian(s) to help the camper correct their behavior. When determining the response for a specific breach of discipline, the Camp Director will consider the nature of the act, the camper's age and maturation, any mitigating circumstances, and the affect of his or her actions on the welfare of the YMCA summer day camp. The fact that a particular violation of good conduct is not specifically mentioned in the following pages is not a satisfactory defense for any improper conduct. It is simply impossible to list every action which is inconsistent with good character values and citizenship.

We expect all campers to form the habit of not only observing the rules contained herein, but also the general rules of good conduct and common sense acknowledged by the community in which we live. Behaviors that may result in disciplinary action include but are not limited to:

- Fighting
- Swearing
- Bullying Behaviors (verbal, physical or written intimidation or threats, including "Cyber-bullying")
- Running in hallways or multi-purpose rooms
- Shoving, pushing and/or other aggressive acts
- Disrespect for another person and/or property
- Harassment (verbal, physical, sexual)
- Washroom misbehavior (i.e., water throwing, climbing on toilets or hanging on stalls)
- Throwing of objects (i.e., rocks)
- Violation of playground limitations
- Vandalism
- Possession and/or use of matches, lighters, incendiary devices, and/or firecrackers
- Possession, use, control or transfer of a weapon. Weapons include, but are not limited to: 1) guns, explosive devices, any other item which is typically used to cause bodily harm or defined by law to be a weapon, including but not limited to knives, brass knuckles or billy clubs; 2) items such as baseball bats, pipes, bottles, locks, sticks, compasses, pencils and pens if used, or attempted to be used, to cause bodily harm; and 3) look-alike weapons and/or "toy" weapons. Possession and/or use of weapons may result in expulsion from camp. Camp administrators shall be required to refer any camper who brings a weapon to camp to the local law enforcement agency. If a camper sees a weapon on camp property, the child should NEVER touch the weapon. That child must go immediately to an adult and inform them about the location of the weapon.
- Possession and/or use of a cell phone, laser light, pager, or any other unauthorized use of an electronic communication devices.

Firearms or weapons of any kind are prohibited at all YMCA programs. "NO FIREARMS" signs are posted at each facility entrance, in accordance with Illinois State law. In the event of a major infraction of the rules, the Camp Director will contact a parent/guardian to discuss the issue and if warranted, make arrangements for the camper to be sent home. All parents and campers will be required to sign a Behavior Management Policy stating that they understand what type of behavior is expected of all children enrolled in the YMCA Day Camp Program.

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### GREATER JOLIET AREA YMCA MEMBER CODE OF CONDUCT

#### CARING

- I will demonstrate **CARING** by adopting an attitude of service toward others.
- I will be **CARING** by displaying a friendly and positive attitude.

#### HONESTY

- I will always be **HONEST**.
- I will demonstrate **HONESTY** by not allowing others to use my membership card.

#### RESPECT

- I will **RESPECT** the YMCA's and other people's property.
- I will show **RESPECT** for the YMCA by leaving the facility, program areas and materials provided by the YMCA in the same condition that I found it.
- I will **RESPECT** the YMCA by engaging in positive, constructive and lawful activities and events.
- I will show **RESPECT** to all individuals by choosing appropriate language and behavior.
- I will **RESPECT** others by not harming anyone in a physical, mental, verbal or unlawful manner.
- I will show **RESPECT** for my fellow members and Y staff by not talking on my cell phone in the locker rooms, wellness center or any other program areas.
- I will show **RESPECT** by wearing appropriate attire. I will not wear clothing that displays inappropriate language, writing or pictures.
- I will show **RESPECT** by listening to music via earphones only, at an appropriate volume and with language that will not offend others around me.

#### RESPONSIBILITY

- I will behave in a mature and **RESPONSIBLE** way, and **RESPECT** the rights and dignity of other members, YMCA staff and volunteers.
- I will always be **RESPONSIBLE** for all my actions, both good and bad, and I understand that my actions have consequences.
- I will be **RESPONSIBLE** for my own property. I will keep my belongings in my possession or secure them in a locker.
- I will demonstrate **RESPONSIBILITY** by not taking photographs or videotaping in the locker rooms or restrooms. I will demonstrate **RESPONSIBILITY** by not bringing alcohol, drugs, tobacco or other dangerous items to the YMCA.

#### CAMP DIRECTOR CONTACT INFORMATION

Have a question that wasn't covered in this packet? Please feel free to contact our Camp Director or Camp Manager!

Kassandra Lepe

815-267-8600 x211

klepe@jolietyymca.org

Jenna Duffels

815-267-8600 x232

jduffels@jolietyymca.org

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