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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



Warren County YMCA School's Out 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 School's Out 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.

School's Out Day Camp School-Aged Group:

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

School's Out Day Camp Administrators:

- Camp Meskwaki Director: Emily Brooks–
emily@warrencountyyymca.org or 309-734-3183
- Emily will be on Maternity leave during November & December. Please contact, After-School & Camp Coordinator, Hayley Moore, or Staci Bass for any questions regarding School's Out Day Camp at 309-734-3183.

Camp Times:

- 7:30AM-5:30PM

Lunch:

- All students **MUST** bring a lunch & snack to School's Out Day Camp. We will not be providing snacks or lunch. If the camp director must buy or make a student a lunch, it will be a \$10 extra charge.

Schedule

7:30-8:30: Check-In
8:30-9:00: Morning Snack
9:00-11:00: Park
11:00-11:30: Return to YMCA/Bathroom Break
11:30-12:00: Get Ready for Lunch
12:00-1:00: Lunch
1:00-1:15: Bathroom Break
1:30-2:00: Get Ready for Swim
2:00-3:00: Swim
3:00-3:30: Bathroom Break/Change from Swim
3:30-4:00: Afternoon Snack
4:00-5:30: Free Play/Pick-Up

Registration:

School's Out Day Camp is available for all students' Kindergarten through 6th Grade. You can register your child(ren) at the Warren County YMCA Member Services Desk, or you may register ahead of time online through our App or Website at www.warrencountyyymca.org

All registered participants are subject to review and acceptance.

Pricing:

Members

\$25.00/flat for each child

Non-Members

\$35.00/flat for each child

We will only offer additional children pricing to members ONLY and when schools have a 5 day or longer break

Dates and Pricing may change throughout the school year and depending on how many days certain schools are out for

There will be NO SOD if school is canceled due to weather or building issues

2022-2023 Dates:

October

- October 21st - M-R NO SCHOOL (SOD)

November

- November 4th - ICS NO SCHOOL - **We will NOT have SOD on this day for ICS**
- November 8th - United & M-R NO SCHOOL (SOD)
- November 11th - M-R NO SCHOOL (SOD)
- November 23rd-25th - **NO SOD - HAPPY THANKSGIVING BREAK!!**

December

- December 21st-23rd - Winter Day Camp
- December 26th-30th - Winter Day Camp

January

- January 2nd & 3rd - Winter Day Camp
- January 16th - United, ICS, & M-R NO SCHOOL (SOD)

February

- February 17th - United, ICS, & M-R NO SCHOOL (SOD)
- February 20th - United, ICS, & M-R NO SCHOOL (SOD)

March

- March 13th - M-R & ICS NO SCHOOL (SOD)
- March 13th-17th - United - Spring Break (SOD)

April

- April 6th, 7th, 10th - M-R & ICS Easter Break (SOD)
- April 10th - United NO SCHOOL (SOD)

School's Out Day Camp 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 director 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.

Drop-Off/Check-Out

Drop-off will be out front of the YMCA - you will see cones outside. You will pull up to the Wellness Center door and we will bring you the tablet to sign in your child(ren) and then they can head inside with us! Drop-off is from 7:30am-8:30am. If you drop off later, just stop at the front desk to check-in and the desk will walkie-talkie back to us to come get your child(ren). Please stay in the lobby. You may also park and come into the YMCA Member Services Desk to register your child(ren).

Check-Out will be at the front desk in the lobby. We will always keep the tablet at the desk if you need to come pick-up early. All Parents/Guardians are REQUIRED to sign their child(ren) in and out of our programs. Check-Out will be from 4:00pm-5:30pm. If you are picking up early, just stop at the Member Services Desk to check-out your child(ren) and the desk will walkie-talkie back to us to bring your child(ren) to the lobby. Please stay in the lobby.

All students will need to bring the following items to School's Out Day Camp:

- Cold Lunch
- Water Bottle
- Swim Attire
- Extra Clothes
- Snacks
- Proper Outside Apparel

- Athletic Shoes

We do NOT provide morning or afternoon snacks during School's Out Day Camp. All students will need a morning AND afternoon snack.

If students do not bring lunch, we will charge an extra \$10 for providing them lunch.

Emergency Preparedness:

- All staff has been CPR/First Aid Certified
- School's Out Day Camp has a first aid kit at the YMCA.
- In case of an emergency, all emergency phone numbers are located inside and visible in the classrooms. 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.

School's Out Day Camp 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 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.

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 online, identification information, emergency contacts, 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 School's Out 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 regarding 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 and Safety:

For your child's wellbeing, please do not send a sick child to the 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 School's Out Day Camp, we will notify you immediately

All children attending School's Out Day Camp must be potty trained.

The safety of the children is our primary concern, but if your child is seriously injured while at School's Out Day Camp, 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:

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

