



Warren County YMCA

Winter Break 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 Winter 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@warrencountyyymca.org or 309-734-3183

Camp Times:

- 7:30AM-5:30PM

Lunch:

- All campers **MUST** bring a lunch & a morning snack to Winter Break Day Camp. We will only provide an afternoon snack. If the camp director or camp team has to buy or make a student a lunch, it will be an \$8.00 extra charge.

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 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.
- If a child chooses to run off at any point or continues to put themselves, staff, or other campers in an unsafe situation, they will be removed from the program immediately.

Drop-Off/Check-Out

Drop-off will be inside of the YMCA lobby. We will have a staff person checking in campers and having parents sign them in.

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 decide to pick-up early, just stop at the front 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.**

What to Bring to Camp:

All students will need to bring the following items to Winter Day Camp:

- Cold Lunch
- Water Bottle
- Extra Clothes
- Morning Snack
- Coat, Gloves, Hats in case we can go outside.

Registration:

Camp Meskwaki is available for all students' Kindergarten through 6th Grade. Registration is ONLINE ONLY. Please visit our website at www.warrencountyymca.org to register your child(ren).

Rates & Dates:

When:

December 21st, 2022-January 3rd, 2023

(No Camp on December 26th or January 1st)

Pricing:

A \$25 registration fee is required upon registration. This fee is NON-REFUNDABLE. Late Registration will be \$40.00 and NON-REFUNDABLE

United & West Central (December 21st-January 2nd):

1st Child: Members: \$90 Non-Members: \$120

2nd Child: Members: \$80 Non-Members: \$120

3rd Child: Members: \$70 Non-Members: \$120

Monmouth-Roseville (December 22nd-January 5th):

1st Child: Members: \$110 Non-Members: \$130

2nd Child: Members: \$100 Non-Members: \$130

3rd Child: Members: \$90 Non-Members: \$130

ICS (December 21st-January 4th):

1st Child: Members: \$110 Non-Members: \$130

2nd Child: Members: \$100 Non-Members: \$130

3rd Child: Members: \$90 Non-Members: \$130

School Schedules

United & West Central:

December 21st, 22nd, 27th, 28th, 29th

January 2nd

(No Camp on December 26th or January 1st)

M-R: December 22nd, 27th, 28th, 29th

January 2nd-5th

(No Camp on December 26th or January 1st)

ICS: December 21st, 22nd, 27th, 28th, 29th

January 2nd & 3rd

(No Camp on December 26th or January 1st)

STAY CONNECTED

Join our Winter Break Day Camp communication app on WhatsApp to stay connected with the camp team and director during the holiday break! This communication group allows us to update families if there are changes to the schedule or cancellations. You can connect with staff one-on-one or message in the group for all parents to see. We will send pictures & videos also! Scan the QR Code below to access today:



Emergency Preparedness:

- All staff has been CPR/First Aid Certified
- Camp Meskwaki 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.

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 is 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, 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 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 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.

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.