

# DISCOVER SUMMER AT THE Y!



SUMMER CAMP 2024

# CAMP HANDBOOK



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# WELCOME!

## DEAR CAMPERS & FAMILIES,

YMCA Camp Winnebago gives kids their best summer ever at all three of our locations through a day camp experience full of activities that help campers gain a sense of achievement, make friends, and feel welcome.

We are looking forward to a fun and exciting summer camp experience with your child. This handbook is provided to help answer questions regarding our policies and procedures. Your child's safety, well-being and program enjoyment are our primary concerns. If you have any questions, please give us a call at 815.489.3374.

Each of our YMCA Camp Winnebago sites offer campers the chance to explore, learn through play, and experience their environment through a variety of hands-on activities and adventures. Our programs center on three areas proven to impact the development of your child: Achievement, Friendship, and Belonging.

Through the YMCA's day camp program, kids participate in fun and educational activities that help them:

- Learn and master skills that help them realize their passions, talents and potential
- Build friendships with peers and staff role models; aiding in their well-being
- Feel safe and free to express their true individuality in a welcoming environment

Our Camp Staff pride themselves in being excellent role models of our core values; Caring, Honesty, Respect, Responsibility, and Faith, all which help your child develop the confidence, character, and teamwork they need to be successful in life. The summer camp experience also contributes to healthy social and emotional development in children. We put focus on these areas to help each child reach their full potential.

In the Spirit of Camp,



Rachel Latham  
Executive Director  
Camp Winnebago  
rlatham@rockriverymca.org



Hannah Long  
Senior Program Director  
Camp Winnebago  
hlong@rockriverymca.org



# MISSION & VALUES

## Our Mission

To put Christian principles into practice through programs, services, and relationships that build healthy spirit, mind, and body for all.

## Our Vision

The YMCA of Rock River Valley and YMCA Camp Winnebago are dedicated to building healthy, confident, connected, and secure children, adults, families, and communities. The Y is committed to empowering young people - from childhood to young adulthood - with the support they need to reach their potential and create a better future for all.

## Our Values

At the center of our programs and services live out Y values: Caring, Honesty, Respect, Responsibility, and Faith. We challenge our campers, members, staff and volunteers to demonstrate these values in all they do. Our camp delivers to every camper the opportunity and environment to experience Achievement, Friendship, and Belonging.

## Areas of Focus

### YOUTH DEVELOPMENT

Nurturing the potential of every child and teen

### HEALTHY LIVING

Improving the health and well-being of our community

### SOCIAL RESPONSIBILITY

Giving back and providing support to our neighbors





## Camp Objectives

- To learn the Y-values: Caring, Honesty, Respect, Responsibility, and Faith
- To grow personally
- To improve personal and family relationships
- To appreciate diversity
- To become better leaders and supporters
- To develop skills and encourage learning
- TO HAVE FUN!

## Camp Hours

Our Y Camp sites open at 6:45am and close at 5:30pm. Extended care is included for all camp programs at no additional cost.

### Camp Program Hours

**8:30am - 3:30pm** Camp Activities and Programming

**6:45am - 8:30am** FREE AM Extended Care

**3:30pm - 5:30pm** FREE PM Extended Care



## Accreditations & License Status

Our Camp Winnebago location is a member of and accredited by the American Camping Association (ACA). The ACA is an organization of camp professionals who have joined together to share knowledge and experiences and to ensure the quality of camp programs.

The choice to become an ACA Accredited camp is voluntary, and shows that we are committed to the health, safety, and quality program as defined by as many as 300 ACA standards. In most cases, standards that camps must meet exceed local and state requirements.

Camp Winnebago is also honored to have earned accreditation from the National Inclusion Project for intentionally and successfully including children with or without disabilities in our summer camp program.

The Department of Children and Family Services does not license nor regulate the YMCA of Rock River Valley summer camp programs; we operate with a license-exempt status.

## Volunteer at Camp!

As a cause-driven organization, YMCA Camp Winnebago relies heavily on the support of volunteers to help camp reach its goals.

Example Volunteer Opportunities:

- Serve on the Advisory Council
- Support special events
- Fundraise for the Annual Campaign
- Assist with camp grounds and buildings projects

For more information about volunteering at Camp, contact [campwinnebago@rockriverymca.org](mailto:campwinnebago@rockriverymca.org)

# GENERAL INFORMATION

## Financial Assistance

At the Y, we believe every child should be able to experience the magic of camp, regardless of their family's financial situation. Whether you utilize IDHS Child Care Assistance Program or Camperships (donor-funded scholarships), we are here to help navigate the process with you!

For more information, contact [assistance@rockriverymca.org](mailto:assistance@rockriverymca.org)

## Group Assignments

Campers are grouped according to age and grade-level for each week of attendance. Consideration will be given to requests for specific groups or counselors, though we cannot guarantee any request.

## Meals & Snacks

Our program is very active, and children need the necessary nutrition to maintain a high level of interest and energy throughout the day. Our YMCA Nutrition Services team helps to nourish your child's growing mind and body by providing nutritious, tasty meals and snacks. We offer a variety of whole grains, fruits, vegetables, and lean protein - including calcium-rich foods.

Our YMCA Nutrition Services Team is proud to be able to offer breakfast, lunch, and a light snack to all of our campers through the Summer Food Service Program. This partnership allows our families the opportunity to have these meals provided at no additional cost. Meal menus will be sent to families each month. Campers may opt to bring their own lunch and snacks for dietary needs or for preference.

Lunch boxes and containers should be labeled with your camper's name. Insulated lunch boxes/coolers are highly recommended to prevent food spoilage. Consider frozen juice boxes that double as an ice pack and become a cool slushy drink. Fruits and Veggies provide great nutrition and a cool hydrating, summer snack. Camp does not provide microwaves or refrigeration.

*While we are not a peanut-free facility, we do ask you are mindful of common allergies when packing your camper's lunch.*



## Camper Dress Code

Campers should wear clothing appropriate for an active day at camp. Our camps use discovery and play as a major part of our programs, so clothing that is light, cool, and OK to get dirty is best! Campers should wear closed-toed and closed-back shoes. Flip flops or sandals are permitted for water activities.

Not permitted: Clothing with foul language or images, halter/crop tops, or dangly jewelry. Campers without the proper attire will not be accepted into camp as they cannot participate safely in camp programs.

## What To Leave At Home

Campers should not bring any item to camp that would hurt their feelings if it were lost, broken, or stolen. Prohibited items that are brought to camp will be stored in the camp office until end of the day.

Discouraged Items:

- Toys
- Games
- Money
- Pets/Animals

Prohibited Items:

- Dangly jewelry (not safe for camp activities)
- Fireworks
- Weapons or anything that looks like a weapon
- Alcohol, drugs, or related paraphernalia

## Cell Phones & Electronics at Camp

Cell phones and other electronics (eg., tablets, video games) should be left at home. An important component of the camp experience is disconnecting from electronics and instead making genuine connections with friends, counselors, and nature.

If phones are brought to camp, they should only be used during times designated by staff. Phones may be confiscated if they become a distraction during program activities. Grown-ups should contact the camp office or mobile phone in cases of emergency.

*Please label your child's belongings with their first and last name. The YMCA of Rock River Valley and Camp Winnebago are not responsible for lost, stolen, or damaged items.*

## What To Bring To Camp

It is best to send your child to camp with a backpack each day to keep all of their belongings together. Our days are full of outdoor adventure - some items may get dirty!

- Backpack
- Swim gear/water clothes and towel
- Change of clothes
- Reusable water bottle
- Sunscreen
- Bug spray

## Preparing for Weather

Outdoor play is the heart of summer camp! Please check the weather daily and have your camper dress appropriately. A light sweater or jacket on cool mornings, or a poncho for rainy days! During periods of extreme heat, camp staff will scale down activities. Camp will utilize all of our water activities as well as our air-conditioned facilities during periods of high heat. All precautions will be taken to prevent heat-related injuries during these times. Please provide your camper with a refillable water bottle, sunscreen, hat, and light clothing to be best equipped for hot days.





# GENERAL INFORMATION

## General Camp Activities

Campers will participate in fun-filled activities each day that are geared towards developing:

- **Creativity** - through arts and crafts, and imagination play
- **Confidence** - through challenge activities like climbing and team building
- **Love of Learning** - through science-based activities and exploration
- **Skills** - through activities like archery and team games
- **Literacy** - through storytelling and camp songs

Activities are designed to fit the theme of each week and may include (varies by site): Crafts, Team building, Water activities, Archery, Climbing, Crate stacking, Teams courses, canoeing, songs, skits, and specialties.

Each camp will offer a variety of choices each week to promote autonomy and to optimize the camper's experience.

## Communications From Camp

### Email Communications

Camp's primary means of communication is through the email address provided on your YMCA account. Please be sure to check your email on a regular basis and add [campwinnebago@rockriverymca.org](mailto:campwinnebago@rockriverymca.org) to your preferred email list to prevent our messages from landing in your spam folder.

### Weekly Newsletter

Each week, you will receive a newsletter for the upcoming week's which will include the weekly theme, special activities, water day schedules, and special event announcements.

### Social Media

Find fun updates and pictures on Camp Winnebago's Facebook and Instagram! Like and follow:

[Facebook.com/campwinnebago](https://www.facebook.com/campwinnebago)

[Instagram.com/campwinnebago](https://www.instagram.com/campwinnebago)

## Swimming and Water Days

There will be ample opportunity for water play at all 3 camp locations!

**Camp Winnebago** - Creek Study, Splash Fountain, Slip Slides, Sprinklers and more!

**Adventure Camps at Northeast and SwedishAmerican Ys** - Campers will have swim time in the indoor pool at least once per week, plus outdoor play in sprinklers and slip slides!

While you will receive advanced notice of your camper's scheduled water days each week, it is recommended that campers bring a swim suit/water clothes and towel every day for spontaneous water play!

## BUS RIDES TO AND FROM CAMP

Buses to and from Camp Winnebago are available at 2 convenient YMCA locations. Early morning care and late after care are available at both locations.

### SwedishAmerican Riverfront YMCA

200 Y Blvd, Rockford

Drop-off: 6:45 - 7:35am

Pick-up: 4:30 - 5:30pm

### Northeast Family YMCA

8451 Orth Rd., Loves Park

Drop-off: 6:45 - 7:35am

Pick-up: 4:30 - 5:30pm

**\* Buses load at 7:40am and depart the YMCA promptly at 7:45am**

Buses will not wait for tardy campers. Grown-ups will be responsible to transport

**\* There is no bus transportation on Thursday afternoons.**

All campers must be picked up at Camp Winnebago on Thursday afternoons. Families are invited to stay for weekly Family Night activities.

**Bus Fee:** \$15 per week

## BUS SAFETY RULES

To remain eligible for bus transportation, campers are expected to follow these rules and any others set forth by contracted bus companies.

- Be courteous to others, not use profanity or be verbally abusive, and use inside voices on the bus
- Eating, chewing gum, drinking, smoking, and possessing illegal substances, weapons, or obscene materials are not allowed on the bus.
- Cooperate with the bus driver and follow bus rules driver's instructions.
- Cooperate with Camp Staff and follow the Camp Staff's instructions.
- Remain seated while the bus is in motion.
- Extend no objects nor body parts, including head, hands, and feet out of the bus windows. Open windows only with permission.
- Act responsibly and be respectful of the bus and its components. Families will be charged for any damage to a bus caused by a camper.
- Be on time and respect YMCA property while waiting for the bus.
- Cross in front of the bus, at least 10 ft. away from the bus, only after driver signals it's safe to do so.
- Limit bringing unnecessary items on the bus.
- Do not bring any items that could affect the health, safety, and security of any passenger on the bus.
- Understand that ANY driver distraction is potentially hazardous to the safety of all passengers.

A minimum of two YMCA staff will be on the bus at all times. Bus drivers must maintain appropriate MVR standards and inspect buses for safety issues regularly. Any situations that arise while counselors and campers are at the YMCA branches will be relayed to their supervisors that day by phone, or, if it can wait, the next day.

All special needs requests require discussion with the parent/guardian and the Camp Director prior to attendance and transportation need is evaluated on an individual basis.

## EMERGENCIES & CHANGES IN SCHEDULE

In the event that a bus breaks down or will be late to the YMCA branches, parents and guardians will be notified through our ePACT system via email and/or text message.

## 2024 Camp Sessions

Pre-Camp	June 3 - June 7 (Harlem aligned- Camp W. Only)
Week 1	June 10 - June 14
Week 2	June 17 - June 21
Week 3	June 24 - June 28
Week 4	July 1 - July 5 (CLOSED - Thursday, 7/4)
Week 5	July 8 - July 12
Week 6	July 15 - July 19
Week 7	July 22 - July 26
Week 8	July 29 - Aug 2
Week 9	Aug 5 - Aug 9
Extended Weeks	Registration for extended weeks of camp
	will be announced and opened in the Spring
	of 2024. Only available at Camp W.

### Camp Contact Information

**Email for All Sites:**

campwinnebago@rockriverymca.org

**Camp Winnebago**

Serving grades K-12

5804 N. Main St., Rockford

**Main Office :** 815.489.3374

**Mobile:** 779.200.5195

**Adventure Camp – Northeast**

Serving grades 1-7

8451 Orth Road, Loves Park

**Mobile:** 779.970.8665

**Adventure Camp – SwedishAmerican**

Serving grades 1-7

200 Y Blvd., Rockford

**Mobile:** 779.970.8664

### Camp Leadership Contacts

**Hannah Long** - Senior Camp Program Director

815.489.3374

hlong@rockriverymca.org

**Mike Mather** - Adventure Camp Northeast

779.970.8665

mmather@rockriverymca.org

**Coco Badaluco** - Adventure Camp SwedishAmerican

779.970.8664

abadaluco@rockriverymca.org

**Josefina Bryant** - Administrative Program Director  
(Financial Assistance & Account Inquiries)

815.489.3374

assistance@rockriverymca.org



# HIGHLY-TRAINED LEADERS

## Our Team

The YMCA of Rock River Valley has hundreds of trained team members and volunteers working with children and youth in the many programs we provide. The protection and safety of children is our first priority. We closely follow updates and training opportunities offered through a variety of child care partners including YWCA, IDHS, DCFS, and INCCRRA to ensure a thoroughly trained team.

## Our Screening

We have a multi-layered approach to reviewing, interviewing, and screening all camp positions. During the hiring process, all candidates undergo a background check through the Department of Children, and Family Services, a local and national background check, a review through the National Sex Offender's registry and security watch list, and fingerprinting.

## Our Training

We are strongly committed to providing a quality camp program for all. The Y offers staff the opportunity to grow both personally and professionally through ongoing development and training. Camp staff participate in 50+ hours of training prior to summer! Trainings include child abuse prevention and identification, First Aid, CPR, YMCA Character Development training, and more. Supervisors and Camp Directors complete additional trainings to promote a child-safe environment.

## Child Abuse Prevention

All Y team members receive training on the prevention and identification of child abuse. It is mandatory for child care providers to report any suspected cases of child abuse and/or neglect to the Department of Children and Family Services. All Y and camp team members are mandated to report any suspected child abuse.

## Policy on Associates Working with Campers Outside of Y Time

We know how amazing our staff is, and that's why we understand that sometimes families will seek out camp staff to provide child care (babysitting) and other services on their own time.

**The YMCA of Rock River Valley does NOT permit employees to provide babysitting or other services to families or children they meet through Y programs.**

In addition, Y team members should not provide transportation in a personal vehicle or be in personal contact with your camper outside of Y programs. This includes personal communications through email, texting, phone calls, letters, or contact over the Internet/social media. Such policies are designed to protect children and staff from child abuse and/or false allegations. Parents/guardians are asked to report any violation of this policy to camp leadership.



# HEALTH & SAFETY

## ePACT Health & Emergency Profile

ePACT is an electronic health record system for camps that consolidates and integrates camper health information into a centralized and secure location. The ePACT system gives our leadership staff instant access to camper info, a key component in providing quality care. The security, confidentiality, and privacy of your camper's info will always be protected. ePACT is secure, encrypted, and password protected.

Profiles include important information such as:

- Allergies
- Medications
- Authorized Pick-ups
- Emergency Contacts
- Photo releases

**For the safety and well-being of campers, those with incomplete ePACT profiles will be excluded from program until their profile has been submitted.**

## Allergies

It is a parent's/guardian's responsibility to inform the YMCA of any allergies your child may have. Please list all allergies in your camper's ePACT profile. Should any changes need to be made, update your child's profile AND notify your Camp Director of the change.

## Immunizations

Parents/guardians must attest that their camper's immunizations are up-to-date as is required by their school district and other governing agencies.



## Medications at Camp

YMCA's are required to receive parent/guardian authorization to dispense prescribed and/or over-the-counter medicines to campers. Authorization may be given by completing by completing the 'Authorization to Administer Medication' section of the camper's ePACT profile.

Prescription medications must be in original container and :

- Be labeled with the child's full name
- Include directions, dosage, date, and name of medication
- Be labeled with Dr's name and phone number
- Be listed as authorized on the child's ePACT profile

Medications should be handed to a Camp Leader when dropping off your camper on the first day of their session.

**Campers are not allowed to carry medications on their person or in backpacks unless we have written permission from doctor AND parent to self-carry.**

Over-the-counter medications provided by camp must be authorized as 'Yes' on the camper's ePACT profile in order for staff to administer.

All medications will be secured in a locked location and a record of medications administered will be maintained by camp leadership.

## First Aid & Emergencies

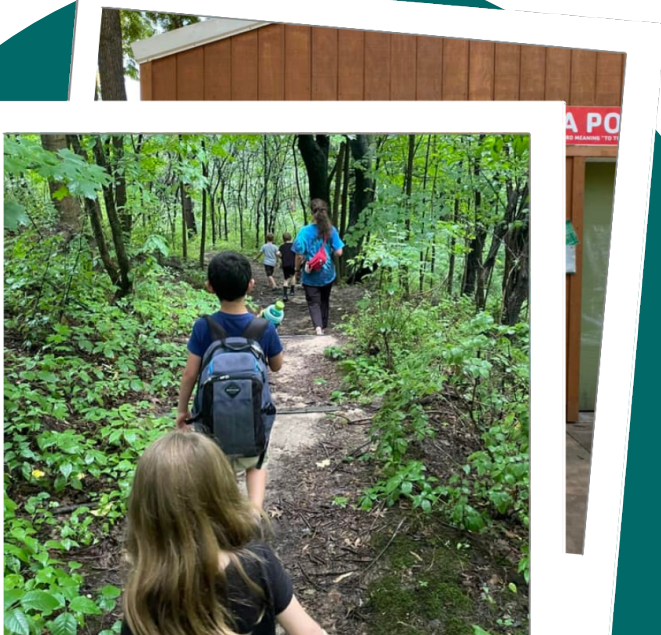
All YMCA staff are trained in First Aid and CPR. Camp staff will treat routine cuts, scraps, and bumps. First Aid administered will be noted on a camper's ePACT profile. If the injury is more serious, we will take immediate steps to secure medical treatment while making every effort to contact you and/or emergency contacts. Please ensure you regularly update your camper's ePACT profile when there are any changes to authorized contacts.

### Camp Emergencies

Each camp location has site-specific training on emergency plans including; assembly areas, facility evacuation plans, notification/alarm systems, separated camper procedures, fire extinguisher and first aid kit locations, etc.

## Sunscreen & Insect Repellent

YMCA camps do NOT provide sunscreen or insect repellents. Parents/guardians should apply these items prior to arriving for camp each morning. Campers will have the opportunity to reapply sunscreen or bug spray to themselves under staff supervision periodically throughout the day. Aerosol/spray sun and bug protections are recommended for easiest application.



## Illness/Sick Camper Policy

For the well-being of all campers and staff, please do not send your child to camp if they are displaying any symptoms of illness. Camp is able to keep your camper comfortable should they suddenly become ill at camp, but we are not equipped to care for an ongoing illness.

Parents will be contacted and asked to have their camper picked-up within 2 hours if any of these symptoms present:

- Temperature of 100°F or higher
- Diarrhea
- Consistent Cough
- Sore throat or difficulty swallowing
- Vomiting
- Untreated, infected skin patches
- Pink or runny eyes
- Severe stomach or head pain
- Evidence of scabies or other parasitic infection

Camp Winnebago reserves the right to exclude any child from programming who exhibit any signs of illness, including but not limited to those above. There is no fee reduction for absences related to illness. Ill campers will only be released to authorized adults listed on their ePACT profile.

Campers may return to camp programs only after they have been **symptom-free for 72 hours.**

### Daily COVID Screening

By bringing your camper to camp each day, you will be attesting that:

- Your child has NOT had a fever of 100\* or higher in last 48 hours
- Your child does NOT have a confirmed or suspected case of COVID-19
- Your child has NOT been identified as a close contact to a COVID case and is not subject to quarantine.

Campers will also have their temperature checked during sign-in. Campers with a temperature of 100°F or higher, or that do not pass the screening questions, will not be able to participate in camp programs.



# GROWN-UP & CAMPER RESPONSIBILITIES

## Camp Registration

### Standard Waivers

During registration and ePACT profile completion, you will sign waivers giving your camper permission to participate in all camp activities including swimming/water activities, ropes and climbing courses, canoeing, and archery. These forms also include photo-release and liability waivers. Please read all sections before signing.

### Emergency Contacts & Authorized Pick-ups

When completing your camper's ePACT profile, you will list adults authorized to pick-up your child from camp. Your child may be released at any time to any adult on this list. You **MUST** list a minimum of 2 separate emergency contacts with daytime numbers.

## Sign-in & Sign-out Policy

For the safety of our campers, parents (or other authorized individual) must accompany their camper(s) during sign-in and out times. Campers should **NEVER** be dropped at camp where staff is not there to accept them. Campers will only be released to adults listed as authorized on the camper's ePACT profile.

## IDENTIFICATION REQUIRED

The safety of your camper is of utmost importance, therefore your child will not be released to any individual, including a parent/guardian, without proper photo identification each and every day. There are no exceptions.

## Children At-Risk

A person who arrives at the YMCA in an incapacitated condition (i.e., alcohol, drugs) presents a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of the child(ren) to their home. If a reasonable conclusion cannot be reached, the person will be advised that either Child Protective Services or the Police will be called.

## Custody Arrangements & Changes

If necessary, it is imperative that official, current court documents be uploaded to your camper's ePACT profile when custody or visitation is a concern. Hard copies may be submitted to the camp director. If there are names of people who are never authorized to pick up your camper, please ensure they are listed on your camper's profile. Without a court order, we cannot withhold a parent from their camper. The parent who registers for enrollment is responsible for all camp fees. We cannot subdivide fees nor establish multiple accounts.

## Parent Visitation

Any custodial parent/guardian of a child enrolled in our program shall be permitted access to the camp during its hours of operation for the purposes of contacting their children, evaluating the care provided by camp, or evaluating the camp site. Upon entering the premises, parent/guardian shall notify the camp director of their presence. All visitors are required to sign into a visitor log at the camp office or membership desk and **MUST** be accompanied by a staff member while on Camp property and program areas.

## Late Pick-up Fees and Policy

All campers must be picked up by the close of the camp day, 5:30pm. Any parent arriving after closing time will be charged a late fee of \$5.00 per camper for every 15 minute increment or fraction thereof. Late fees will be added to your account and are due immediately.



## Camp Fees and Membership

Camp participants must either be YMCA facility members, or a program member. Benefits of facility membership include reduced camp and other youth program fees. Program memberships must be renewed annually.

**Program Membership fee** - \$15 for 1 child  
\$25 for 2 or more

### Camp Winnebago Weekly Fees

Y-members - \$215 per week per camper  
Program Members - \$245 per week per camper

### Adventure Camp Weekly Fees

Y-members - \$180 per week per camper  
Program Members - \$195 per week per camper

**Apprentice Counselors** - \$35/summer

### Deposits

Deposits are not additional fees and are applied to your total camp fee. Families unable to provide a deposit, or that plan on utilizing financial assistance should contact Camp Winnebago for further registration assistance. Deposits are non-refundable.

### Past Due Accounts

Any parent/guardian owing a past due balance may not continue to register their child for additional weeks of day camp or other YMCA programs until their account balance has been paid in full. The YMCA reserves the right to suspend camp or other services for accounts 2 or more weeks in arrears. Returned payments will be assessed a minimum fee of \$25.

## Payments

Members must have an updated billing method on file. All payments will be scheduled to automatically draft from the account on file, designated at the time of registration. Drafts are scheduled for the Friday before (3 days prior to) the beginning of each camp session.





# GROWN-UP & CAMPER RESPONSIBILITIES

## Financial Agreement

It is your responsibility to keep your account and payment information up to date. All payments will be processed automatically on the scheduled dates listed on the previous page. You can change your credit card/EFT information at any time by logging into your account to update that. You can make additional payments ahead of draft dates, as well.

Families utilizing the Child Care Assistance Program (CCAP) are responsible for paying their assigned monthly co-pays as agreed with camp staff. It is important to note that any fees remaining after child care assistance has been applied are your responsibility.

## Cancellations

Sometimes plans change, and we understand that! All cancellation requests must be submitted in writing to Camp Winnebago via email at [campwinnebago@rockriverymca.org](mailto:campwinnebago@rockriverymca.org).

All cancellation requests will forfeit deposit and incur a \$25/week cancel processing fee.

**Refund amounts** (less deposit and cancel fee):

14+ days notice - full refund of fees

7 -13 day notice - 50% refund of fees

Less than 7 day notice - no refund of fees nor deposit; will be charged full camp fee

For extenuating circumstances, contact your camp director. Please allow up to 2-3 weeks to see funds returned to your account.

## Family and Parent Involvement

Each summer, Camp W. hosts special events and Family Nights for parents and families to attend, and to enjoy some good-old fashioned camp fun together!

This is a great opportunity to meet your counselors and see camp through your camper's eyes! Please see your weekly email newsletters for more specifics on dates and times.



## Absences, Credits, & Refunds

When you enroll for a week of camp, you are reserving the time, space, staff, and provisions (which are purchased in advance) for your child, whether they attend or not.

**Absent and/or Sick Camper** - no reduction of fees if a child is absent from camp, In the event of a serious illness or family emergency, please contact the camp director.

**Weather-related Closing**- No credit/refund will be issued should weather cause camp closings, including closings of program specific activities, ex., swimming, canoeing, etc.

**Behavioral Issues and Suspension** - If a camper is suspended from camp, a refund for that week will not be issued. Campers may be dismissed from from program without notice if their behavior is consistently disruptive or threatens the health and safety of other campers or staff. Behavior guidelines apply to parents/guardians, too, and a camper may be dismissed due to their actions. Please refer to the Parent Code of Conduct for more info.

## Building a Community

Every child has an important part in building our camp community. You are here to make new friends, play with old friends, learn new games, try something new, build on an old skill and just have fun. We build a stronger community by;

- Respecting Y staff, Y members, counselors and other campers.
- Properly using equipment, supplies, locker rooms, etc. is the responsibility of all.
- Caring for and respecting our camp environment by cleaning up our messes, picking up litter, and treating fellow campers and their belongings kindly.
- Being responsible for our words and actions, being honest with ourselves when we make mistakes, and having faith in ourselves to make better choices each day.



## Camper Expectations & Values

All campers are entitled to a pleasant and safe environment while participating in the Y Day Camp program. We know that everyone is not always going to get along or agree on things, especially when competition is involved. However, we expect that these disagreements will be handled in a non-violent and nonthreatening manner. We want everyone at camp to feel that they are in a safe environment where they are valued. All campers should use their number one resource when an unexpected altercation happens, that is to self-report to the counselor in charge right away. On the first day of each session, all camp expectations and guidelines will be covered and explained by Camp Leaders and counselors.

**Please review with your child the types of behaviors that we expect and spend some time discussing their importance in order for your camper to have a successful time at camp.**



# Character Development Policy & Code of Conduct

The purpose of this policy is to help make the YMCA of Rock River Valley a fun, safe, and enjoyable place for all members, program participants and guests. Whenever and wherever possible, staff will ensure proper support to create this environment. We ask our members, participants and guests to observe and actively model the following behaviors as guiding principles:



**CARING** is **RED** and symbolized by the **HEART**

Goal – to demonstrate a sincere concern for others, for their needs, and well-being.

- Use appropriate language to avoid offending others.
- Avoid loud or boisterous behavior that could offend or disturb other people or programs.
- Seek to help or get assistance for those in need.



**HONESTY** is **BLUE** and is symbolized by the **COMPASS** symbol referring to one's moral compass.

Goal - to tell the truth, to demonstrate reliability and trustworthiness through

actions that are in keeping with my beliefs.

- Do not take things that do not belong to you.
- Report any inappropriate or illegal conduct to YMCA personnel immediately.
- Return any lost or misplaced items to YMCA personnel. Refrain from passing or sharing your membership card with anyone else.



**FAITH** is **PURPLE**, and symbolized by **CLOSED EYES** suggesting prayer, or deeper thought

Goal – to have complete trust or confidence in someone or something

At the Y, we honor the faith and values of all people.

- When we talk about Faith at the Y, we're talking faith in yourself, others, the world around you, and whatever faith you believe in. When you close your eyes, whatever image of have in your mind, that's what we encourage you to believe.



**RESPECT** is **YELLOW**, like the "golden" rule, and is symbolized by the **SUN**

Goal – to treat others as I would want them to treat me, to value the worth of every person,

including myself.

- Respect other people's right to participate in the same area.
- Treat others the way you would like to be treated.
- Have fun, but not at the expense of others.
- The YMCA is a smoke-free environment.



**RESPONSIBILITY** is **GREEN**, and symbolized by a **YOUNG SAPPLING** to represent our responsibility to Earth and one another.

Goal – to do what is right—what I ought to

do, to be accountable for my choices of behavior and actions and my promises

- Follow the safety rules and other guidelines posted in and around the YMCA
- Avoid foul language, arguing, fighting or any other form of harassment, bullying or intimidation.
- Members are responsible for their own behavior and that of their guests.
- The YMCA is a "neutral zone". Displaying gang jewelry, clothing, symbols, hand signs, etc., is prohibited.
- Promptly report any illegal, suspicious or inappropriate behavior to YMCA personnel.

# CHARACTER DEVELOPMENT

The YMCA has zero tolerance for any illegal activity and for any form of sexual abuse or child abuse and will report and assist in the prosecution of offenders. The YMCA of Rock River Valley has a sensible and appropriate disciplinary plan that staff are trained to implement in the event of a character development policy violation. In order to maintain the safety and well-being of all YMCA members, participants and staff, we reserve the right to deny or cancel membership and program privileges or remove any member, participant or guest from the YMCA premises and programs at any time for any reason.

## CHARACTER DEVELOPMENT INCIDENT PROCEDURE

Some violations of the character development policy may warrant immediate removal from the property, expulsion from the YMCA and programs and/or revocation of membership privileges on the first offense. Such instances may include but are not limited to any act of violence, abuse, theft, molestation, intimidation, or damage to property. YMCA of Rock River Valley staff members will respond to incidents under the following conditions:

### First Incident

- The incident will be discussed with the individual(s) involved to make sure they are aware of the standard, the reason it exists and the need for cooperation to help the YMCA maintain a healthy and safe environment.
- The conversation will be documented in an incident report.
- Notes will be put in Daxko under the primary on the account including the name of person involved, date of violation, location, and results.
- The incident report will be filed with the Executive Director.
- Depending on the severity or frequency of the infraction, the member, participant or guest may be asked to leave the YMCA and program for the remainder of the day.

### Second Incident

- The incident will be discussed with the individual(s) involved.
- An incident report will be filled out recording it as a second offense.
- Notes will be put in Daxko under the primary on the account including the name of person involved, date of violation, location, and results.
- The individual(s) involved will be asked to leave and their account suspended, until they can set up a meeting with the Program or Executive Director.

### Third Incident

- The individuals will be asked to leave the premises immediately.
- The account will be immediately suspended.
- An incident report will be filled out recording it as a third offense.
- Notes will be put in Daxko under the primary on the account including the name of person involved, date of violation, location, and results.
- The account will be suspended for two weeks. Within that time the individual will need to set up a meeting with the Program or Executive Director.
- After meeting with the Program or Executive Director, their membership may be considered for reinstatement.

# CHARACTER DEVELOPMENT INCIDENT PROCEDURE

## Continued

We reserve the right to ask any member or guest to leave the YMCA premises and programs and/or suspend or terminate membership privileges at any time. Any guest or participant being asked to leave the YMCA due to a violation of this policy will not be issued a refund.

### YOUTH CODE OF CONDUCT

The YMCA has developed the following guidelines to help make programs and services safe and enjoyable for all participants. Different programs may have their own additional rules, as deemed necessary by staff.

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. The YMCA reserves the right to dismiss a participant whose behavior endangers the safety of himself or others, assuming the procedures listed below are implemented and followed accordingly.

Individual and disability related needs are taken into consideration, i.e., communication, intensity, frequency. Disability information should be identified in advance and information should be relayed to the program supervisor and staff so appropriate support may be put in place. Please be sure the Inclusion Support Assessment on file is current, and that staff are updated with any changes.

The following are guidelines that may be imposed in the disciplinary action process. These guidelines in no way guarantee that a participant will necessarily receive each level before dismissal, based on the severity of the action. If there is a serious discipline problem, it is requested that children are picked up as soon as possible.

**Level 1 Behaviors:** The resolution of Level 1 behaviors is primarily the responsibility of leaders and staff members.

Example Behaviors	Interventions
<ul style="list-style-type: none"><li>• Purposely distracting others</li><li>• Inappropriate remarks</li><li>• Refusal to follow instructions</li><li>• Littering</li><li>• Inappropriate dress</li><li>• Pushing and/or shoving</li><li>• Profanity and/or obscenity</li><li>• Excessive and/or loud talking</li><li>• Throwing objects</li></ul>	<ul style="list-style-type: none"><li>• Contact with parent/guardian</li><li>• Behavioral contracts/ management plan</li><li>• Short period of activity exclusion</li><li>• Cooling off /time out</li><li>• Nonverbal correction (redirection)</li><li>• Positive reinforcement</li><li>• Verbal correction (redirection)</li><li>• Withdrawal from privileges</li><li>• Group change</li><li>• Appropriate social response guided by staff</li><li>• Consultation/intervention with individual program staff, and other participants if necessary</li><li>• Place notes in appropriate system</li></ul>

**Level 2 Behaviors:** These interventions are the responsibility of Program Coordinators, and assistance from leaders/staff.

Example Behaviors	First Occurrence Interventions	Subsequent Occurrence Interventions
<ul style="list-style-type: none"> <li>• Persistent Level 1 behaviors</li> <li>• Disregard for others' safety</li> <li>• Damage to property</li> <li>• Possession of harmful objects</li> <li>• Discriminatory conduct (Slurs)</li> <li>• Intimidation/threats</li> <li>• Possession of stolen property</li> <li>• Gambling</li> <li>• Theft</li> <li>• Fighting, kicking, biting, spitting, pinching</li> <li>• Running from group</li> <li>• Leaving grounds without permission</li> </ul>	<ul style="list-style-type: none"> <li>• Face-to-face conference with parent/ guardian</li> <li>• Use of verbal deescalation methods</li> <li>• Behavioral contracts/ management plan</li> <li>• Place notes in appropriate system</li> <li>• Referral to an outside agency or authority for consultation</li> <li>• Early dismissal from program and possible suspension (1-3 program days)</li> <li>• Restitution for damage Police may be called</li> <li>• Re-entry plan</li> </ul>	<ul style="list-style-type: none"> <li>• Face to face conference with parent/ guardian, Program Coordinator, and Program Director</li> <li>• Referral to an outside agency or authority for consultation</li> <li>• Out-of-program suspension (1-5 program days)</li> <li>• Possible decrease in program hours</li> <li>• Restitution for damage</li> <li>• Re-evaluate individual goals, interventions, and program match</li> <li>• Make recommendations for other program placements</li> <li>• Possible exclusion</li> <li>• Police may be called</li> <li>• Place notes in appropriate system</li> <li>• Re-entry plan</li> </ul>

**Level 3 Behaviors:** These interventions are the responsibility of the Program Directors and assistance from leaders/staff with input from Executive Directors.

Example Behaviors	Interventions
<ul style="list-style-type: none"> <li>• Persistent Level 2 behaviors</li> <li>• Arson/attempted arson</li> <li>• Sexual misconduct</li> <li>• Possession of explosives</li> <li>• Burglary/robbery</li> <li>• Group violence</li> <li>• Use/possession of a weapon</li> <li>• Interference with staff authority</li> <li>• Bomb threats</li> <li>• Use of a legitimate tool as a weapon</li> <li>• Endangerment</li> <li>• Vandalism</li> <li>• Possession of stolen property</li> <li>• Engaging fire alarms</li> <li>• Abuse, and/or harassment (verbal, physical, sexual, or emotional)</li> <li>• Severe or repeated physical aggression</li> </ul>	<ul style="list-style-type: none"> <li>• Out-of-program suspension (10 program days)</li> <li>• Restitution and/or follow-up by outside agency or authority</li> <li>• Possible exclusion from program</li> <li>• Possible exclusion from department programming</li> <li>• Mandatory exclusion</li> <li>• Police may be called</li> <li>• Non-Violent Crisis Intervention</li> <li>• Place notes in appropriate system</li> <li>• Re-entry plan</li> </ul>



## **HANDLE WITH CARE (HWC)**

The YMCA of Rock River Valley is committed to promoting the rights of individuals served with an emphasis on building positive relationships and empowering individuals to change their own behavior, when appropriate and necessary. HWC promotes appropriate and safe interventions as needed when addressing behavioral situations in order to protect the health and safety of individuals served.

Prevention and de-escalation are the primary focus of HWC. Physical restraint are only to be used when the youth's behavior presents an imminent danger of serious physical harm to the youth or others and other less restrictive and intrusive measures have been tried and proven ineffective in stopping the imminent danger of serious physical harm. A verbal threat shall not be considered as constituting a physical danger unless a youth also demonstrates a means of or intent to carry out the threat. Under no circumstance shall the YMCA authorize the use of time out or physical restraint as a form of discipline or punishment, or as a substitute for appropriate behavioral support.

## **PHYSICAL RESTRAINT**

Physical restraint means holding a youth or otherwise restricting a youth's movements. Physical restraint will only be used when a youth poses a physical risk to themselves or others, and YMCA staff have been trained in HWC holds. Physical restraint will immediately end when the threat of imminent serious physical harm ends; the youth indicates that they cannot breathe; or the youth is observed to be in severe distress.

## **DOCUMENTATION & COMMUNICATION**

In the event of a time out or use of physical restraint YMCA staff will document the start and end time of the incident; description of any relevant events leading up to the incident; a description of any interventions used prior to the implementation of physical restraint; a description of the incident and/or youth behavior that resulted in a physical restraint; a log of the youth's behavior during physical restraint, including a description of the restraint techniques used and any other interaction between the youth and staff; a description of any injuries (whether to youth, staff, or others) or property damage; a description of any planned approach to dealing with the student's behavior in the future, including any de-escalation methods or procedures that may be used to avoid the use of physical restraint; a list of the staff who participated in the implementation, monitoring, and supervision of physical restraint; and the date on which parental or guardian notification took place. If a youth is subject to physical restraint, the YMCA will notify the youth's parent or guardian on the same day the physical restraint is imposed.

## **YOUTH TO YOUTH MISCONDUCT**

The YMCA is committed to providing all youth with a safe environment. Our organization will not tolerate the mistreatment or abuse of one youth by another youth. The YMCA of Rock River Valley will respond to incidents that violate the YMCA of Rock River Valley's policy using the behavior and interventions listed in the Youth Code of Conduct.

## **REMOVAL FROM PROGRAM**

YMCA staff work as a team with parents or guardians to create the best care plan for youth. A teamwork approach is the only way to correct repeated inappropriate behavior. Parents' patience, support and follow through are not only appreciated, but also necessary. Participants may be suspended for a period of 1-10 days, depending on the severity of discipline problem. As stated above, some actions will warrant immediate suspension or removal. No refunds or credits will be given if suspended or removed from program. Expulsion from the program will be considered in extreme situations.

# GROWN-UP & CAMPER RESPONSIBILITIES

## Bullying Policy

Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

1. **Physical bullying** – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
2. **Verbal bullying** – when someone uses their words to hurt another, such as by belittling or calling another hurtful names.
3. **Nonverbal or relational bullying** – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
4. **Cyberbullying** – the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, social media, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:
  - a. Sending mean, vulgar, or threatening messages or images.
  - b. Posting sensitive, private information about another person.
  - c. Pretending to be someone else in order to make that person look bad.

- d. Intentionally excluding someone from an online group.
- e. Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.
- f. Sexualized bullying – when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

The YMCA will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, participants may be suspended for a period of 1-5 days, depending on the severity of discipline problem. As stated above, some actions will warrant immediate suspension or removal. No refunds or credits will be given if suspended or removed from program. Expulsion from the program will be considered in extreme situations. Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This applies to all members, participants, staff and volunteers.

## Firearms Policy

Firearms are prohibited from the premises of all day camp facilities. Please be mindful that this policy also applies to individuals with a permit/license to carry. All program sites shall post a "no firearms" sign, as described in Section 65(d) of the Firearm Concealed Carry Act [430 ILCS 66/65(d)] in a visible location and at building entrances. Policy Continues:1. Places Off-Limits Even With a Permit/License430 ILCS 66/65 Prohibited Areas(a) A licensee under this Act shall not knowingly carry a firearm on or into:(2) Any building, real property, and parking area under the control of a pre-school or child care facility, including any room or portion of a building under the control of a pre-school or child care facility.

## Parent & Guardian Code of Conduct

Our families are our partners and we believe every family is entitled to a safe, inclusive environment. Parents must be mindful of their actions towards staff, members and other participants. The following guidelines uplift the Character Development Policy:

- Please communicate with the staff daily, if possible.
- We know that you know your child(ren) best. Please share any information that will allow us to best support your child(ren) and family.
- Parents and guardians are always welcome during program hours to contact their child(ren), evaluate the care or service provided, or evaluate our facilities. When you arrive at the site, please notify staff. All visitors will need to sign a visitor log and be accompanied by a staff member while on YMCA property and program areas.
- Please give detailed information to the Program Coordinator/Director if custody situations arise.
- People whose behavior and/or health status pose an immediate threat or danger to the health and safety of the children must not be present when children are in care.
- Do not confront any child in a threatening manner, or confront children from other families.
- Use caring words. Profanity is not allowed.
- Consumption, and/or possession of alcohol in any form is strictly prohibited by the YMCA of Rock River Valley. Controlled substances/ medications must be accompanied by a written doctor's prescription when used during the program, during transportation, or on field trips. People must not be under the influence of or impaired by alcohol or controlled substances in the program, during transportation, or on field trips.
- People must not smoke or use tobacco products at any YMCA property or partner property, on the playground, in transportation vehicles or during field trips.
- Staff cannot and will not give out participant or employee personal information.
- We respect the privacy of our youngest members and their families. Join us when capturing moments with pictures and video by including only those on your membership and family.
- If at any time you are concerned about the physical or emotional health of your child, please do not hesitate to speak to a staff member or call the Program Coordinator or Director.

### CODE OF CONDUCT VIOLATIONS

Any adult misconduct will result in a warning and documentation of the incident. Should an incident or series of incidents reach a critical level it may result in the parent's removal from the building, police being contacted, or the child's removal from our program. If a parent/guardian, or authorized pick-up, threatens, intimidates, abuses, harms or speaks inappropriately toward a staff member, parent, guardian or participant, they risk suspension and or removal from the program.





# YMCA CAMP WINNEBAGO

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