



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

WHERE SUMMER COMES TO LIFE

Summer Camp 2018 Parent Handbook
YMCA OF ROCK RIVER VALLEY
CAMP WINNEBAGO YMCA



WELCOME ^{to} _{the} BEST. SUMMER. EVER.

DEAR CAMPERS AND FAMILIES,

YMCA Camp Winnebago gives kids their best summer ever at all four 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.

All four YMCA Camp Winnebago sites offer a mix of fun and educational activities aimed at improving the wellbeing of our campers. Our programs center on three areas proven to impact the development of your child: friendship, accomplishment, 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 wellbeing
- Feel safe and free to express their true individuality by creating a welcoming environment

Our Camp Staff know that when kids see what they can accomplish, learn and master skills, make new friends, and feel like they belong, they are developing the confidence, character, and teamwork they need to be successful in life. We are focusing on these areas to help kids reach their full potential.

In the Spirit of Camp,



Bif Buchan
Executive Director of Camp Winnebago



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GET IN THE KNOW – SUMMER CAMP OVERVIEW

LOCATIONS

CAMP WINNEBAGO

Ages: 4 – 17 Years Old

Camp Winnebago YMCA
5804 North Main Street
Rockford, IL 61103

CAMP WINNEBAGO ADVENTURE CAMPS

Ages: Entering 1st – 7th Grade

Northeast Family YMCA
8451 Orth Road
Loves Park, IL 61111

SA Riverfront YMCA
200 Y. Blvd
Rockford, IL 61107

Pebble Creek
5375 Pebble Creek Trail
Loves Park, IL 61111

NEW! SUMMER 2018 KIDS' TIME CAMP DAYS

Looking for a day camp program for only a few days each week? Camp Kids' Time at Pebble Creek Trail may be the best fit for you! See Camp Kids' Time Specific Programming on page 15 to learn more.

CAMP WEEKS AND THEMES

WEEK 1:	MAY 28 – JUNE 1	WELCOME TO THE JUNGLE
WEEK 2:	JUNE 4 – JUNE 8	MAD SCIENTIST CAMP
WEEK 3:	JUNE 11 – JUNE 15	A PIRATE'S LIFE FOR ME
WEEK 4:	JUNE 18 – JUNE 22	HOCUS POCUS
WEEK 5:	JUNE 25 – JUNE 29	DINOSAUR ROAR!
WEEK 6:	JULY 2 – JULY 6	RED, WHITE & BLUE
WEEK 7:	JULY 9 – 13	ALL AROUND THE WORLD
WEEK 8:	JULY 16 – JULY 20	WILD WILD WEST
WEEK 9:	JULY 23 – JULY 27	CAMP OLYMPICS
WEEK 10:	JULY 30 – AUGUST 3	SPACE QUEST
WEEK 11:	AUGUST 6 – AUGUST 10	LIGHTS, CAMERA, ACTION!
WEEK 12:	AUGUST 13 – AUGUST 17	CAMP DAYS at Camp Winnebago

CAMP HOURS

AM DROP OFF
6:45AM – 8:00AM

CAMP
8:00AM – 3:30PM

PM PICK UP
3:30PM – 5:30PM

CAMP HOLIDAYS

Camp Winnebago will run program on Memorial Day & 4th of July.

PRICING STRUCTURE

CAMP WINNEBAGO SUMMER DAY CAMPS

Price A:	Member \$157/Week	Non Member \$172/Week
Price B:	Member \$147/Week	Non Member \$162/Week
Price C:	Member \$137/Week	Non Member \$152/Week

KINDER CAMP at Camp Winnebago

Price A:	Member \$195/Week	Non Member \$210/Week
Price B:	Member \$185/Week	Non Member \$200/Week
Price C:	Member \$175/Week	Non Member \$190/Week

NEW! CAMP KIDS' TIME

Daily Rate	Member \$30/Day	Non Member \$35/Day
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WHY 3 PRICES?

Our tiered pricing system is intended to help each and every family experience camp. Please choose the price that best suits what your family can afford. The price you choose is kept confidential and does not affect the quality of programming your child receives.

BUS TRANSPORTATION

AM and PM bus transportation is available to campers enrolled at Camp Winnebago, Adventure Camp at Pebble Creek Trail, and Kids' Time Camp Days for an additional fee of \$5/week/camper. See specific 'Program Content' pages for more information on bus transportation. Registration is required for bus transportation

REGISTRATION AND PAYMENT INFORMATION

GETTING REGISTERED

WE'VE GONE PAPERLESS!

Members wishing to register for summer day camps will be able to find all registration materials online. Please visit our webpage (www.rockriverymca.org) to complete registration using "We've Gone Paperless – Standard Operating Procedures for Registration" section of this handbook. Registrations close one week prior to the Monday of each camp session.

DEPOSITS

Deposits of \$25/week/child are due at the time of registration. Members will not be able to complete their registrations without a deposit payment. Registrations and deposits must be received at least one week prior to the beginning of the camp session. Drop-ins are not permitted.

Deposits are NOT additional fees. The deposit amount is applied to the total camp fee.

Families unable to provide a deposit, or plan on receiving financial aid should contact Camp Winnebago for further registration assistance (see page 8 for more information about financial aid).

PAYMENTS

PAYMENT SCHEDULE

Members must have an updated billing method on file. All payments will be scheduled to 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.

	WEEK ATTENDING	PAYMENT DRAFT DATE
Week 1	5/28 – 6/01	May 25, 2017
Week 2	6/04 – 6/08	June 1, 2017
Week 3	6/11 – 6/15	June 8, 2017
Week 4	6/18 – 6/22	June 15, 2017
Week 5	6/25 – 6/29	June 22, 2017
Week 6	7/02 – 7/06	June 29, 2017
Week 7	7/09 – 7/13	July 6, 2017
Week 8	7/16 – 7/20	July 13, 2017
Week 9	7/23 – 7/27	July 20, 2017
Week 10	7/30 – 8/03	July 27, 2017
Week 11	8/06 – 8/10	August 3, 2017
Week 12	8/13 – 8/17	August 10, 2017

ABSENCES/CREDITS/REFUNDS

When you enroll for a camp each week, you are reserving the time, space, staff and provisions (which are purchased in advance) for your child whether or not they attend. Absences will not be deducted from your fee—unless in the event of a serious illness and/or family emergency where refunds or credits for fees may be issued. Refund requests must be made in writing within 10 days of cancellation. Refund requests should be directed to Camp Winnebago. Processing may take between 2-3 weeks.

PAST DUE ACCOUNTS

Any parent/guardian owing a past due balance may not continue to register their camper/campers 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 remove a camper from camp if balances are not paid. Returned payments will be assessed a minimum fee of \$25.00.

CANCELATIONS

NEW! All cancelations must be submitted in writing to Camp Winnebago with a completed "Cancellation Request" form. Forms can be found online, at the camp office, or requested at the sign in/out tables. In order to discontinue scheduled payments and receive a full refund, members must notify Camp Winnebago of any cancelations 2 weeks prior to the beginning of the canceled camp session. Cancellation notifications 1 week prior to the beginning of the canceled camp session will not receive the deposit refund. Any cancellation notifications later than 1 week prior to the beginning of the canceled camp session will not be refunded.

PRO-RATING CAMPS

Camp Winnebago Summer Day Camps provide your child with a progressive, week-long schedule. Our weeks are designed to allow for opportunities to achieve, make friends, and belong. For this reason, we do no pro-rate camps.

Please see Camp Kids' Time if you are a family looking for a day camp program for less than 5 days per week.

BUS REGISTRATION

There is a fee of \$5/week/child for families utilizing bus transportation. Members will register online by the Thursday before each camp session. Campers that are not on the official roster will not be permitted to ride the bus. Space is limited. Late bus registrations will be assessed an additional \$5 fee. Financial aid is not applicable to bus fees.

MEMBERSHIP

Individuals must be active Program Members of the YMCA of Rock River Valley in order to register for summer programming. Individual Program Memberships will be assessed a fee of \$15 and Family Program Memberships will be assessed a fee of \$25 at the time of activation. Program Members will receive the non-member pricing; individuals with facility memberships will receive the discounted YMCA member pricing.

WAITLIST

A waitlist will be activated once capacity has been reached at each site. Campers may register for the waitlist by visiting our online registration page or calling Camp Winnebago YMCA. Waitlist registrations are not guaranteed a space on the active roster. Waitlisted campers will be notified by phone of openings up to the Thursday before the start of the waitlisted week. Camp Kids' Time will NOT be operating with a waitlist.

TAX INFORMATION

The YMCA of Rock River Valley's tax ID number is 36-2174838.

REGISTRATION INSTRUCTIONS

Please follow the procedures below in order to successfully register for summer camp.

1. Visit our webpage (www.rockriverymca.org) to view program options and navigate to our registration page
 - a. Under "Program Quick Links," select "Camp Registration"
 - b. Select the "Day Camps"
 - c. Select the "Learn More" button under "Camp Winnebago Summer Camps"
 - d. Select any "Register" button once you are ready to begin the registration process
2. You have now navigated to our online registration page (https://operations.daxko.com/Online/3141/Programs/search.mvc/programs?cc_category_ids=2574691)
 - a. Log in before continuing with the registration process
 - i. Facility Members WITH previously activated accounts
 1. Select "Login" in the top right hand corner of the webpage
 2. Enter email and password associated with their Daxko account
 3. Select "Sign In"
 - ii. Facility Members WITHOUT previously activated accounts
 1. Select "Find Account"
 2. Enter search criteria, select "Submit"
 - a. Enter email associated with membership, new login information will be sent to this email account
 - b. Member will receive an email prompting them to reset their password, click the link provided
 - c. Reset new password
 3. Return to original login screen, member may now login with the new password associated with their email
 - iii. Non Members
 1. Select "Login" in the top right hand corner of the webpage
 2. Select "Sign up"
 3. Select "Camp Winnebago" in the drop-down menu bar prompting branch selection
 4. Select membership type
 - a. Choose "Program Member / Family" if more than one child is being registered
 - b. Choose "Program Member / Individual" if only one child is being registered
 5. Enter all personal information on the "Create a New Account" page
 6. Select the "Youth (12 and under)" button to add a child to the membership
 7. Once all members have been added, select "Continue to Payment"
 8. Enter payment information, select "Submit"
 9. Enter and confirm new password, select "Submit"
3. Browse and select Summer Camp program of interest
 - a. For Camp Winnebago select "2018 Summer Day Camp: Camp Winnebago"
 - i. Select your child's age group home camp
 - b. For Adventure Camps select "2018 Summer Day Camp: Camp Winnebago Adventure Camps"
 - a. Select your Adventure Camp location preference
 - c. For Kinder Camp select "2018 Summer Day Camp: Camp Winnebago Kinder Camp"
 - d. For Kids' Time Camp Days select "Summer 2018: Kids' Time Camp Days"
 - e. To register for bus transportation select "2018 Summer Day Camp: Camp Winnebago Bus Transportation"
4. Browse and select the weeks and prices you wish to register for

* Three pricing options are listed per each available week (Price A, Price B, and Price C). Camp Winnebago YMCA's voluntary, tiered pricing system allows families to choose the price that best suits their financial needs. Pricing choices are confidential and in no way affect the quality of care your camper receives.

 - a. Select each "Week #: Price Option" that you wish to register for
 - b. Select "Register"
 - c. Select the child on your account for which you are registering
5. Follow all remaining registration prompts in order to complete the online registration process.
6. Repeat steps 3-5 for each separate camper being registered

Questions? Contact the Camp Winnebago Office at 815.489.3374 or campwinnebago@rockriverymca.org.

SUMMER CAMP FINANCIAL AID

CAMPERSHIPS AND CCAP – CHILD CARE ASSISTANCE PROGRAM

CAMPERSHIPS

Similar to the Open Doors Program, Camp Winnebago offers a scholarship program for families in need – Camperships. Camperships are unique from the Open Doors Program in that they consider multiple financial aspects and familial dynamics that may affect a family’s ability to afford camp. Families utilizing the Campership program must not be eligible for funding through the Child Care Assistance Program (CCAP).

CAMPERSHIP QUICK FACTS

- Camperships award up to a 50% program discount
- Camperships can be applied to Summer Camp and off-season camp fees
- Families awarded camperships receive overnights at no additional cost (\$240 value)
- Camperships are valid for one year
- Receive a Campership Application by contacting Camp Winnebago YMCA

Families interested in learning more about Camperships should contact Audi Stroup at 815.489.3374 or astroup@rockriverymca.org.

CHILD CARE ASSISTANCE PROGRAM (CCAP)

The Child Care Assistance Program (CCAP) provides low-income, working families with access to quality, affordable child care. Families must apply for this state-funded, cost-share program in order to be considered. Families that receive CCAP funding prior to the start of camp must submit a Change of Provider form (provided by the caseworker) at the time of registration, designating Camp Winnebago as their childcare provider. Families who are not currently approved must fill out an application for childcare assistance (hard copies available at Youth Achievement and Camp Winnebago YMCA or online at www.ywcanwil.org) at the time of registration, designating Camp Winnebago as their childcare provider.

REGISTERING FOR SUMMER CAMP WITH CCAP

CCAP Change of Provider forms, new applications and all supplemental materials must be submitted on the dates and locations designated below. At these times, families utilizing CCAP will be able to register for Summer Camp with a discounted deposit fee of \$5/week/child. Families wishing to register before May 2, 2018 may do so by registering online and with the full deposit of \$25/week/child.

YOUTH ACHIEVEMENT LOCATION

5596 E Riverside Blvd.
Loves Park, IL 61111

May 2, 2018	1:00pm – 6:00pm
May 7, 2018	12:00pm – 5:00pm
May 9, 2018	1:00pm – 6:00pm
May 14, 2018	12:00pm – 5:00pm
May 16, 2018	1:00pm – 6:00pm

CAMP WINNEBAGO LOCATION (Johnson Building)

5804 North Main Street
Rockford, IL 61103

May 4, 2018	1:00pm – 6:00pm
May 11, 2018	1:00pm – 6:00pm

Families interested in learning more about the Child Care Assistance Program, or to make an appointment outside of the allotted registration times should contact Rosie Frasca at 815.489.3374 or rfrasca@rockriverymca.org.

PROGRAM INFORMATION AND PROCEDURES

WHERE TO GET CAMP INFORMATION

ONLINE RESOURCES

Our Webpage: www.rockriverymca.org
Facebook: [@campwinnebago](https://www.facebook.com/campwinnebagoymca)
Instagram: [@campwinnebago](https://www.facebook.com/campwinnebago)

TELEPHONE

Camp Office: 815.489.3374

Mobile Phone Lines:
Camp Winnebago: 815.315.7672
Green Machine Bus (NEB): 779.970.1135
Yellow Banana Bus (SA Riverfront): 779.970.1134

Adventure Camp at SA Riverfront YMCA: 815.312.8734
Adventure Camp at Northeast Family YMCA: 815.312.8610
Adventure Camp at Pebble Creek Trail: 815.847.0093

Camp Kids' Time 779.970.8667

Text Club: Text: @YMCACAMPW to 81010
and/or download Remind from the App Store

CAMP LEADERSHIP CONTACTS

Bif Buchan
Executive Director of Camping Services
bbuchan@rockriverymca.org
815.489.3374 ext. 375

Audi Stroup
Administrative Director
astroup@rockriverymca.org
815.489.3374 ext. 374

Seth Bartos
Summer Camp Program Director
sbartos@rockriverymca.org
815.489.3374 ext. 377

Jessica Johnson
Camp Kids' Time Program Director
jessicajohnson@rockriverymca.org
815.489.1194

Rosie Frasca
CCAP Financial Aid Coordinator
rfrasca@rockriverymca.org
815.489.1194

SUMMER HOLIDAY PROGRAMMING

MEMORIAL DAY AND FOURTH OF JULY

Camp Winnebago and Adventure Camps will be open on Memorial Day and the 4th of July! Due to facility closures, Adventure Camps will be bussed to Camp Winnebago after drop off. All pick up will be from Camp Winnebago.

Camp Kids' Time will NOT run program on Memorial Day or the 4th of July. Camp Kids' Time Campers will not be permitted to sign in with Adventure Camp at Pebble Creek Trail.

CAMP HOURS, PICK-UP & DROP-OFF INFORMATION

CAMP HOURS

Camp Winnebago and Adventure Camp offer programming from 8:30am to 4:00pm. Extended care is available for no additional cost from 6:45am – 8:00am and 4:00pm – 5:30pm.

SIGN IN

Arrival at camp can be a time of apprehension, excitement, and wonder. Upon arrival you will be greeted at the check-in area. The YMCA requires that all children be properly signed in by an adult and turned over to YMCA staff. This helps ensure the safety of your child. The YMCA does not and will not assume responsibility for campers that arrive before the start time at any location.

EARLY SIGN OUT

If you must pick up your child prior to the end of camp, please inform the site coordinator in writing or call the respective mobile phone number of the site your child attends on the morning of the designated early pickup day. Camp staff will have your camper ready to depart at the requested time. Due to the nature of the camp schedule, your child may have to sit out of activities if dropped off late or picked up early.

SIGN OUT

When the camp day ends, campers should be picked up promptly. Please sign your child out and have your government issued picture ID ready. Without a government issued picture ID, we will not be able to release your child. Adults not listed on the health form, not authorized in writing by a parent, or without proper identification will not be permitted to remove a child from any YMCA Day Camp. Another designated adult may be added by notifying a camp director in writing at least one day before authorization is to be given for that camper's release to that adult. It will be the parent's responsibility to inform all adults of the picture identification requirement.

LATE PICK UP FEES

Our Extended Care programming ends promptly at 5:30pm. It is your responsibility to have your child picked up by this time. If your child has not been picked up by 5:30pm: YMCA staff will attempt to contact the all contacts on the child's health form. You will be expected to pay \$1 per minute for the time the child remains in camp after 5:35pm, given a 5-minute grace period. The fee is payable upon arrival. If payment is not made, the fee will be added to the next bill. In instances where an authorized pickup is unable to be reached, the local police or children's service agency will be called.

CHILDREN AT RISK

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

IMPORTANT POINTS TO REMEMBER

- **YOU MUST SIGN IN AND SIGN OUT YOUR CAMPER EVERY DAY**
- **BRING A GOVERNMENT ISSUED PICTURE ID TO SIGN OUT YOUR CAMPER**
- **YOUR CAMPER WILL ONLY BE RELEASED TO PREVIOUSLY AUTHORIZED ADULTS**
- **CAMP WINNEBAGO CAMPERS: ALL PICK UP IS AT CAMP WINNEBAGO EACH THURSDAY**

BUS TRANSPORTATION

Please see Camp Winnebago and Camp Kids' Time Specific Programming for bus transportation information.

CAMPER HEALTH

HEALTH FORMS – CAMPDOC.COM

All camper health forms must be completed on CampDoc.com by the Monday before your camper attends. CampDoc.com is an electronic health record system for camps, and will help us consolidate and integrate camper health information into a centralized and secure location. Their system will give our leadership staff instant access to camper health information, a key component in providing quality care. The security, confidentiality and privacy of your camper's personal health information will always be protected. The CampDoc.com site is secure, encrypted and password protected.

Campers will not be permitted to attend camp until they have complete CampDoc profile on record.

DISPENSING CAMPER MEDICATIONS

All YMCA's are required to receive parental authorization to dispense prescribed and "over-the-counter" medicine to campers. Parents may give authorization by completing the Authorization to Administer Medication section of their child's CampDoc profile. Authorizations must be filled out prior to medicine being dispensed to children. Hard copied of these forms can be picked up at the sign in/out table if you are unable to edit your child's medications within their CampDoc profile. Parents must give medication to the counselor at the sign in/out table.

- **An Authorization to Administer Medication form must be completed before medications are dispensed.**
- **Keep all medication in the original container with the prescription label/direction label attached.**
- **Medication must be labeled with the child's name, medication name, dosage amount, and time(s) to be given.**
- **Hand in all medication (including inhalers) to the Unit Coordinator at sign-in.**
IMPORTANT NOTE: Campers are not allowed to keep medications on their person, or in their backpacks or lunch bags unless they have doctor AND parent permission to self-carry medications (including EpiPens and over the counter medications).
- **All medications will be secured in a locked location and administered to your child at the prescribed time.**

MANAGEMENT OF COMMUNICABLE DISEASES

If a child has any of the following signs or symptoms of illness, he/she shall be immediately isolated and discharged to his/her parent/guardian. If any of these symptoms occur prior to dropping off at camp, please do not send your child to camp for the well being of all children:

- Diarrhea
- Severe Coughing
- Temperature of 100°F, with a combination of any other sign of illness
- Untreated infected skin patches
- Unusually dark urine and/or gray or white stool
- Sore throat or difficulty swallowing
- Vomiting
- Evidence of lice, scabies or other parasitic infestation
- Pink or runny eyes
- Severe stomach or head pain

If the child has a communicable disease, a return note from the physician may be requested. Upon departure from camp, parents/guardians will be notified verbally or by a written statement that a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease.

INSECT AND SUNSCREEN POLICY

Sunscreen and/or bug repellent should be applied to your camper in the morning, prior to his/her arrival to camp. Our counselors will ensure that campers have proper sunscreen protection (provided by the parent); however staff may not apply such lotion. The campers, supervised by staff members, will apply sunscreen to themselves. Camp Winnebago recommends the use of aerosol bug and sun protections.

FIRST AID

All YMCA camp staff are CPR and First Aid certified. Any first aid administered by camp staff will be recorded in the camper's CampDoc profile. The following procedures will be followed:

- First Aid will be provided and the incident recorded in the camp log.
- The child will periodically be observed after First Aid has been applied

MEDICAL EMERGENCY

All precautions will be taken to prevent serious health risk to all campers. In the event that a child is injured, sick or in need of emergency medical attention, the parent or guardian will be notified immediately. If he or she cannot be reached, the YMCA will notify the emergency contact listed on the camper's health form. 911 will be contacted in any event requiring medical attention beyond basic First Aid.

In the event of a medical emergency, immediate action will be taken by the staff as per your orders in the permission section of your camper's health form. In general, the following steps will be taken in the event of a major injury or health problem:

- Immediate First Aid will be administered by the camp staff person until professional services arrive.
- You will be contacted. If you cannot be reached, the emergency contact person will be notified.
- 911 will be called.
- A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives.
- The incident will be described in writing on the YMCA incident report.

Emergency information is very important for us to provide the safest possible environment for your children. Please notify us right away when there is a new work or home phone number, or if you have moved and have a new address. If your child is sick or injured, it is important for us to be able to contact you right away. Please keep these accurate at all times.

The YMCA does not incur the cost of medical treatment and it is imperative that you indicate on your child's health history / registration form what type of health insurance you carry.

EMERGENCY PLAN

Each site will have a site-specific emergency plan including an assembly area program, facility evacuation plan, notification (sounding of alarms) system, locations of fire extinguishers and first aid kits, etc. Staff are trained and are expected to be well-versed in emergency procedures.

SEVERE OR INCLEMENT WEATHER

In the case of severe inclement weather, staff will follow all YMCA safety protocols. No refunds will be given for inclement weather closures or modifications. Campers participate in indoor and/or sheltered activities during times of extreme heat, cold, or severe storms.

ALLERGIES

In recent years, there has been an increase in the number of children with severe allergies to peanut products and other things in our camps. We try our best to accommodate these campers without inconveniencing other campers. If you are aware that your child is severely allergic to something, it is your responsibility to notify Camp Winnebago in advance so we may take proper precautions.

PARENT VISITATION

Any custodial parent, or 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 the camp, or evaluating the campsite. Upon entering the premises, the custodial parent, or guardian shall notify the camp director of his/her presence. All visitors will need to sign into a visitor log at the camp offices or membership desks.

SEPARATED PARENT

If parents are separated, but not legally divorced, the YMCA cannot deny access to a child by either parent. If one parent is concerned about the safety of the child when the child is with the non-custodial parent, action should be taken through the court system. Without legal documentation, the YMCA staff will not prevent access to the child by either parent.

DIVORCED PARENT

In cases of divorce, either parent may pick up a child unless a court order indicates limited visitation or no visitation. If parents are in the process of separation or divorce while the child is in YMCA care, every attempt should be made to keep camp staff members updated on issues affecting a child's custody or emotional wellbeing. Custody agreements must be kept on file at the camp office.

GUARDIANSHIP

If a legal guardian rather than a parent enrolls a child, a copy of all appropriate legal paperwork must be on file at the campsite. This is especially critical if natural parents have no custodial or visitation rights.

LUNCHES & SNACKS

LUNCHES FROM HOME

Campers are more than welcome to bring their own lunch. Please pack a healthy, low sugar and balanced meal, no soda please! Do not send food or drinks in glass containers. Lunches will not be refrigerated; therefore, we ask that you send lunches that do not contain mayonnaise or other food items that will spoil if not kept cold. Freezing lunches and juice the day before and/or inserting a cold pack in the lunch container will help preserve the food. Please mark all lunches (and all containers inside lunches) with the camper's first and last name and the date.

Please do not provide your camper with food that will need heating or to be microwaved. Camp staff are not responsible for food preparation or pre-heating meals.

*Campers are NOT permitted to use the soda or vending machines. All food and drinks should come from home.

SUMMER FOOD SERVICE PROGRAM

Lunches and afternoon snacks will be provided to ALL campers at no additional cost through the Summer Food Service Program. For more information and lunch menus, please contact the City of Rockford Human Services Department at 815.967.4039.

Camp Winnebago is an equal opportunity provider.

PEPARING FOR CAMP: FREQUENTLY ASKED QUESTIONS

WHAT SHOULD MY CAMPER BRING TO CAMP?

Send your child to camp with a backpack to keep all of their belongings together. Campers should bring their own water bottle to stay hydrated during the day. Please have your camper bring a swimsuit, towel, insect repellent, a hat for sun protection, and sunscreen to help prevent sunburn. It is recommended that parents or guardians apply sunscreen to campers' arms, legs and back prior to arriving at camp.

BRING:

- Swim Suit
- Towel
- Close-Toed Water Shoes
- Lunch (optional)
- Water Bottle
- Bug Spray
- Sun Screen
- Weather Appropriate Clothing

LEAVE AT HOME:

- Phones
- Electronics
- Pokémon Cards
- Toys
- New or Expensive Clothing
- Jewelry
- Weapons
- Alcohol/Drugs

Please be sure to label all of your child's belongings with their name or initials. The YMCA is not responsible for any items that are lost or stolen, and under no circumstances will reimburse lost, stolen or broken items.

WHAT SHOULD MY CAMPER WEAR TO CAMP?

Campers should wear clothing suitable for an active day at camp. Appropriate items would include shorts, t-shirts, light jackets (for chilly mornings), and athletic shoes (no sandals). Our camps use discovery and play as a major part of our camp program, thus we encourage you to dress your child in clothing that you do not mind getting dirty or stained in the course of your child engaging in a fun activity.

SHOULD I PACK WATER FOR MY CAMPER?

Yes! Though our staff make regular trips to the restrooms and drinking fountains, parents are ultimately responsible for sending their child with plenty of fluids for the day.

WHAT IF MY CAMPER FORGETS HIS/HER LUNCH?

Camp Winnebago and Adventure Camp will have lunches available through the Summer Food Program for ALL campers; so, don't worry about the lunch bag that has been sitting on your kitchen counter all day.

DOES CAMP PROVIDE AN AFTERNOON SNACK?

Yes. Camp Winnebago and Adventure Camps will provide an afternoon snack to all campers.

WHAT IF MY CAMPER LOSES SOMETHING AT CAMP?

We know that sometimes things just get lost. Please label all of your child's belongings. The best way to prevent the loss of property is to leave it at home! There will be a designated Lost and Found at each camp location. Please check for your child's items. Lost and found items are kept at the YMCA for two full weeks and then donated to charity. The YMCA is not responsible for camper possessions that are lost or stolen.

HOW OFTEN DO CAMPERS TAKE THE SWIM TEST (ADVENTURE CAMPS)?

In order to keep your child safe, campers wanting to swim in the deep end take the swim test at the start of each week.

SHOULD MY CAMPERS BRING MONEY TO CAMP?

No. The only exception is on Adventure Camp field trip days. See Camp Store Accounts for Camp Winnebago money policies.

PROGRAM CONTENT

WHAT TO EXPECT

Going off to summer camp is a very exciting experience for campers and parents/guardians. It's very natural for everyone to be anxious about the first day of camp and meeting new friends. It is our commitment at the YMCA of Rock River Valley, Camp Winnebago and Adventure Camps to make the experience a positive one by employing counselors that are committed to excellence and serving as quality role models for your campers.

A TYPICAL DAY AT CAMP

Each camp is unique, but follows similar schedules. Swim times may vary depending on what camp your child is attending. The following is a sample schedule:

- 6:45am - 8:15am: Morning Extended Care (board games, cards, field games, etc.)
- 8:15am - 9:00am: Opening Ceremonies
- 9:15am - 11:15am: Camp Activities
- 11:15am - 11:45am: UC (Unit Coordinator) Time
- 11:45am - 12:30pm: Lunch Prep/Lunch
- 12:30pm - 3:00pm: Camp Activities/Specialties
- 3:00pm - 3:30pm: Closing Ceremonies
- 3:30-4:00pm: Snack/Pickup
- 4:00-5:30pm: Evening Extended Care (board games, cards, field games, etc.)

Campers participate in a variety of activities each day. Camp Activities have been designed to fit the theme of each camp and include (varies by site): ice breakers, crafts, teambuilding activities, water activities, archery, climbing and teams courses, canoeing, songs, skits, and specialties. Each camp will offer a different set of activity choices designed to optimize the child's camp experience.

SPECIALTIES

Camp Winnebago and Adventure Camps have put a new spin on specialty camps! Each Monday, campers will choose an interest they have in a variety of specialties offered by the camp staff. By providing campers with autonomy and choice, we hope to help campers grow in skill mastery and, consequently, self-confidence.

SCREEN-FREE CAMP

Camp is a screen free and cell phone free zone. Cell phones, video games, iPods, etc., become disruptive to camp life and detract from the camp experience. If a cell phone, iPod, personal gaming device, etc. comes to Camp it will be confiscated and placed at the front desk until pick up. Please contact the YMCA if there is an emergency in which you need to contact your child. The YMCA is not responsible for lost electronics.

WEATHER

Outdoor play is an important part of our daily camp schedule. Parents are asked to dress their children appropriately for the weather conditions. A light sweater or jacket may be needed in the mornings.

During periods of extreme heat, the camp staff will scale down the physical camp activities. Camp will utilize all of our water activities and air-conditioned facilities during circumstances 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 in order to better equip them for hot days.

CAMP EVALUATIONS

Camp Winnebago and Adventure Camp programs are always looking for feedback from the parents to further improve our camp program. We will be distributing evaluations to parents over the course of the summer. We ask that you complete these evaluations. Parental assessment of the camp's strengths and weaknesses will aid in the improvement of camp programs and in the facilitation of new ideas. Parents are invited to give regular assessments of the camp program to the Program Directors at any time.

CHILD CARE LICENSE EXEMPTION STATUS

The Department of Child and Family Services does not license YMCA of Rock River Valley summer camp programs.

CAMP WINNEBAGO SPECIFIC PROGRAMMING

CAMP BREAKDOWN

KINDER CAMP	4 YEARS OLD - KINDERGARTEN
ANIMAL CAMP	ENTERING GRADES 1 st & 2 nd
STANDING BEAR CAMP	ENTERING GRADES 3 rd & 4 th
WILDERNESS CAMP	ENTERING GRADES 5 th & 6 th
SOARING EAGLE/ *STAFF DEVELOPMENT PROGRAM	ENTERING GRADES 7 th & 8 th
	ENTERING GRADES 9 th - 12 th

*STAFF DEVELOPMENT PROGRAM

The Staff Development Program (SDP) is our advanced level of camping and training for teens ages 14 to 17. The Staff Development Program concentrates on three pillars: Leadership, Growth, and Community. Through leadership training, team building, skill development, service to camp, and personal growth, we witness profound transformations, from camper to counselor, as these teens gain confidence and independence. Teen Camp is for 14-15 year olds who want to continue their camp experience as campers. For a majority of the summer Teen Camp will take place at the Swedish American Riverfront YMCA. The week of July 9-13 Teen Camp will take place at Camp Winnebago. To learn more about Camp Winnebago's teen programming (including Camp Winnebago Teen Week), please contact Seth Bartos.

BUS TRANSPORTATION

Bus transportation is available between our facility branches, the Swedish American Riverfront YMCA and the Northeast Family YMCA, and Camp Winnebago. Campers must be registered for the bus for an additional fee of \$5/week/camper one week prior to the start date of their camp session. If you wish to have your child kept at Camp Winnebago for pick-up, you must submit a request for change in pick-up location to the bus counselors at sign-in per each individual day. Bus transportation is NOT available on Thursday afternoons due to Family Night; all campers must be picked up from Camp Winnebago.

GREEN MACHINE BUS – Northeast Family YMCA

AM Departure: 7:45am

PM Arrival: 4:15pm

Location: Back right parking lot

YELLOW BANANA BUS – SA Riverfront YMCA

AM Departure: 7:45am

PM Arrival: 4:15pm

Location: Blacktop, left of pavilion

*Campers who miss the AM bus will be required to provide their own transportation to Camp Winnebago

**Please be aware that PM arrival times are not concrete and may vary slightly each day

CAMP STORE ACCOUNTS

Campers are not able to carry cash on them during the week. Children use their store account to purchase drinks, snacks, Counselor Trading Cards, and other camp merchandise at the Ottawa Outpost. You can deposit money into your camper's account by providing cash in a sealed envelope with the camper's name clearly written on the outside during any sign-in/out time. A \$10-20 deposit is the normal recommended amount. Any leftover money on each store account will be returned to the parent/guardians upon request during Family Nights. Camp Winnebago will assume that any leftover money that is not claimed by the parents/guardians is a donation to our Annual Campaign.

WEEKLY UPDATES

Updates will be provided to camp families as program changes occur distributed via email, Facebook, and flyers at the sign-in/out tables. Please be sure that you have a valid email account on file.

Text Club

Camp understands that parents appreciate having access to quick, convenient information at the touch of their fingers. We've started a text club so that you can receive updates via text right to your mobile phone! To join our text club, text @YMCACAMPW to the number 81010.

CAMP WINNEBAGO FAMILY NIGHTS & OVERNIGHTS

Camp Winnebago hosts a Family Night event each Thursday of summer camp. Campers and families get to spend time getting to know their counselors on a more personal level and experience camp's most exciting activities with the entire family! In 2018 Camp Winnebago is adding a twist to our traditional Family Nights; see below for details.

FAMILY NIGHT: SKITS

3:30pm - 5:30pm - Pick-up from Camp Winnebago
4:15pm - 6:00pm - Family Dinner Time
6:00pm - 6:30pm - Team Tables/Certificates
6:30pm - 7:15pm - Amphitheater Skits
7:15pm - 8:00pm - Camp Activities and Overnight Check-In

FAMILY NIGHT: OPEN CAMP

3:30pm - 5:30pm - Pick-up from Camp Winnebago
4:15pm - 6:00pm - Family Dinner Time
6:00pm - 6:30pm - Team Tables/Certificates
6:30pm - 8:00pm - Open Camp and Overnight Check-In

FAMILY NIGHT: PARENT'S NIGHT OUT

3:30pm - 5:30pm - Pick-up from Camp Winnebago
4:15pm - 6:00pm - Family Dinner Time
6:00pm - 6:30pm - Team Tables/Certificates
6:30pm - 7:00pm - Overnight Check-In

OVERNIGHTS

Campers are encouraged to stay the night with us each Thursday after Family Night. Overnights are available for our campers in Animal Camp and beyond. There is no prior registration for overnights; Overnight Vouchers can be purchased from the Ottawa Outpost for \$20.00 the day of each overnight.

IMPORTANT THURSDAY EVENING POINTS TO REMEMBER

- ALL Camp Winnebago campers need to be picked up from Camp Winnebago by 5:30pm. There is no PM busing back to the branches.
- Meal Tickets are available for purchase at the Ottawa Outpost (camp store) for purchase. A \$4.00 meal ticket will include a hamburger or hotdog, chips, and a drink. Please feel free to bring your own dinner as well.
- Overnight Vouchers can be purchased at the Ottawa Outpost for \$20. You must turn in an Overnight Voucher when you drop off your overnight camper at their designated pavilion.
- Campers that are not attending Family Night, but wish to spend the night at Camp must be returned to Camp and signed into their pavilion by 8pm.
- If your child takes evening or morning medication, please bring the medication in its original container with the camper's name, pharmacy number, and dosage on the label.
- An evening snack and Friday morning breakfast will be provided to our overnight campers.

OVERNIGHT PACKING LIST

- Warm PJs
- Bug Spray
- Sleeping Bag
- Pillow
- Blanket
- Flashlight
- Toothbrush/paste and Toiletries
- Change of Clothes for Friday
- Friday Lunch (optional)

ADVENTURE CAMP SPECIFIC PROGRAMMING

CAMP T-SHIRTS

Each Adventure Camp camper will receive one YMCA T-shirt for the entire summer. Camp T-shirts should be worn on field trip days.

OVERNIGHTS

Campers are encouraged to stay the night with us each Thursday after Family Night. There is no prior registration for overnights - Overnight Vouchers can be purchased (\$20.00) and meal tickets (\$4.00/person) can be purchased the day of each overnight.

OVERNIGHT PACKING LIST

- Warm PJs
- Swim Suit/Towel
- Sleeping Bag
- Pillow
- Toothbrush/paste and Toiletries
- Change of Clothes for Friday

WEEKLY UPDATES

Updates will be provided to camp families as program changes occur. Updates will be distributed via email, Facebook, and flyers at the sign-in/out tables. Please be sure that you have a valid email account on file.

CAMP WINNEBAGO ADVENTURE CAMP AT NORTHEAST FAMILY YMCA (NEB)

8451 Orth Road
Loves Park, IL 61111

SIGN-IN/OUT

The sign-in/out table will be located in the back parking lot of the Northeast Family YMCA facility (follow the parking lot around the west side of the building). The sign-in/out table will be moved inside on days with bad weather (text alerts will be sent for location changes).

FIELD TRIPS

Adventure Camps will participate in field trips to various local attractions. On trip days, campers are advised to arrive at camp by 8:15am, dressed in their YMCA summer camp shirt. Field trips are subject to change.

WEEK	FIELD TRIP DATE	DESTINATION	PICK-UP LOCATION
Week 1	Monday May 28	Camp Winnebago YMCA	Camp Winnebago YMCA
Week 2	Tuesday June 5	Rockford Rivets	Northeast Family YMCA
Week 3	Wednesday June 13	Carlson Ice Arena	Northeast Family YMCA
Week 4	Wednesday June 20	Discovery Center	Northeast Family YMCA
Week 5	Wednesday June 27	Skateland	Northeast Family YMCA
Week 6	Tuesday July 4	Camp Winnebago YMCA	Camp Winnebago YMCA
Week 7	Wednesday July 11	Nicholas Conservatory	Northeast Family YMCA
Week 8	Wednesday July 18	Laser Quest	Northeast Family YMCA
Week 9	Thursday July 26	Camp Winnebago YMCA	Camp Winnebago YMCA
Week 10	Wednesday August 1	Forest Hills Lanes	Northeast Family YMCA
Week 11	Wednesday August 8	Movie Theater (Location TBD)	Northeast Family YMCA

SWIMMING

Please send your child to camp with a swimsuit and towel EVERYDAY, along with a plastic bag for their wet suits. Although you will be provided with a schedule that indicates your camper's swim schedule, sending your camper with their swim gear each day will allow them to participate in any activities in case of a schedule change.

Children will be swim tested at the beginning of each session and grouped accordingly. This procedure is required to ensure camper safety in the pool. Successful completion of this test will allow the children to swim in the deep end of the pool during camp time. Campers that do not pass the required swim test will be restricted to designated areas of the pool. All campers will be marked as swimmers or non-swimmers at the completion of the swim test. Day camp staff, as well as certified lifeguards, will supervise all pool times.

CAMP WINNEBAGO ADVENTURE CAMP AT PEBBLE CREEK

5375 Pebble Creek Trail

Loves Park, IL 61111

SIGN-IN/OUT LOCATION

The sign-in/out table will be located on the sidewalk outside of the building on the south end of the parking lot. The sign-in/out table will be moved inside of the building on days with bad weather.

BUS TRANSPORTATION

Bus transportation is available between the Puri Family YMCA and Adventure Camp at Pebble Creek. Campers must be registered for the bus for an additional fee of \$5/week/camper one week prior to the start date of their camp session. If you wish to have your child kept at Pebble Creek for pick-up, you must submit a request for change in pick-up location to the bus counselors at sign-in per each individual day. Bus transportation is NOT available on Thursday afternoons due to Family Night; all campers must be picked up from Pebble Creek.

PURPLE PEOPLE EATER BUS – Puri Family YMCA

AM Departure: 7:45am

PM Arrival: 4:15pm

Location: Back right parking lot

*Campers who miss the AM bus will be required to provide their own transportation to Pebble Creek

**Please be aware that PM arrival times are not concrete and may vary slightly each day

FIELD TRIPS

Adventure Camps will participate in field trips to various local attractions. On trip days, campers are advised to arrive at camp by 8:15am, dressed in their YMCA summer camp shirt. Field trips are subject to change.

WEEK	FIELD TRIP DATE	DESTINATION	PICK-UP LOCATION
Week 1	Monday May 28	Camp Winnebago YMCA	Camp Winnebago YMCA
Week 2	Tuesday June 5	Rockford Rivets	Pebble Creek
Week 3	Wednesday June 13	Skateland	Pebble Creek
Week 4	Wednesday June 20	Swimming (Location TBD)	Pebble Creek
Week 5	Wednesday June 27	Swimming (Location TBD)	Pebble Creek
Week 6	Tuesday July 4	Camp Winnebago YMCA	Camp Winnebago YMCA
Week 7	Wednesday July 11	Laser Quest	Pebble Creek
Week 8	Wednesday July 18	Swimming (Location TBD)	Pebble Creek
Week 9	Thursday July 26	Camp Winnebago YMCA	Camp Winnebago YMCA
Week 10	Wednesday August 1	Swimming (Location TBD)	Pebble Creek
Week 11	Wednesday August 8	Movie Theater (Location TBD)	Pebble Creek

CAMP WINNEBAGO ADVENTURE CAMP AT SWEDISHAMERICAN RIVERFRONT YMCA (SAY)

200 Y Blvd.

Rockford, IL 61107

SIGN-IN/OUT

The sign-in/out table will be located under the outdoor pavilion on the west side of the parking lot. The sign-in/out table will be moved inside on days with bad weather (text alerts will be sent for location changes).

FIELD TRIPS

Adventure Camps will participate in field trips to various local attractions. On trip days, campers are advised to arrive at camp by 8:15am, dressed in their YMCA summer camp shirt. Field trips are subject to change.

WEEK	FIELD TRIP DATE	DESTINATION	PICK-UP LOCATION
Week 1	Monday May 28	Camp Winnebago YMCA	Camp Winnebago YMCA
Week 2	Tuesday June 5	Rockford Rivets	SwedishAmerican Riverfront YMCA
Week 3	Wednesday June 13	Skateland	SwedishAmerican Riverfront YMCA
Week 4	Wednesday June 20	Laser Quest	SwedishAmerican Riverfront YMCA
Week 5	Wednesday June 27	Nicholas Conservatory	SwedishAmerican Riverfront YMCA
Week 6	Tuesday July 4	Camp Winnebago YMCA	Camp Winnebago YMCA
Week 7	Wednesday July 11	Carlson Ice Arena	SwedishAmerican Riverfront YMCA
Week 8	Wednesday July 18	Discovery Center	SwedishAmerican Riverfront YMCA
Week 9	Thursday July 26	Camp Winnebago YMCA	Camp Winnebago YMCA
Week 10	Wednesday August 1	Forest Hills Lanes	SwedishAmerican Riverfront YMCA
Week 11	Wednesday August 8	Movie Theater (Location TBD)	SwedishAmerican Riverfront YMCA

SWIMMING

Please send your child to camp with a swimsuit and towel EVERYDAY, along with a plastic bag for their wet suits. Although you will be provided with a schedule that indicates your camper's swim schedule, sending your camper with their swim gear each day will allow them to participate in any activities in case of a schedule change.

Children will be swim tested at the beginning of each session and grouped accordingly. This procedure is required to ensure camper safety in the pool. Successful completion of this test will allow the children to swim in the deep end of the pool during camp time. Campers that do not pass the required swim test will be restricted to designated areas of the pool. All campers will be marked as swimmers or non-swimmers at the completion of the swim test. Day camp staff, as well as certified lifeguards, will supervise all pool times.

NEW! SUMMER 2018 KIDS' TIME CAMP DAYS AT PEBBLE CREEK SPECIFIC PROGRAMMING

PEBBLE CREEK

5375 Pebble Creek Trail
Loves Park, IL 61111

Kids' Time Camp Days expand the benefits of academics and is focused on filling the learning gap that often happens to students over the summer. Based on fun, educational, and inclusive activities, our pick-your-day experience will help campers get excited about learning. Our curriculum has been created in collaboration with local educators who advocate the need for a safe, nurturing learning space during summer.

Kids' Time Camp Days foundation is built on:

1. Achievement: by mastering school subjects and exploring passions
2. Friendships: by fostering social enrichment and making new friends
3. Belonging: where kids feel safe, welcome, and gain academic skills

Kids' Time Camp Days is offered as summer childcare option modeled around our Kids' Time after-school program. Although separate from Camp Winnebago, campers will still get the fun and exciting camp experience and push the boundaries of their learning and exploration. Kids' Time Camp Days follows many of the same guidelines as Camp Winnebago. If different, the changes will be stated below.

REGISTRATION & RATE INFORMATION

For Campers: 5 – 12 Years Old

Member Rate: \$30/Day

Program Member Rate: \$35/Day

Kids' Time Camp Days will take enrollments throughout summer. Registration can be done online (rockriverymca.org) and will be offered for 1-4 days per week. Multiple weeks can be registered for at a time. Campers must be registered by the Friday before program begins. Attending days not registered for is not permitted. To make any changes to your campers' registered schedule please visit the Youth Achievement office (5596 E. Riverside Blvd) to fill out a Schedule-Change form. Forms must be dropped off in person at the office at least 48 hours before the schedule change is to happen.

Based on availability and circumstance, there is a possibility that a child may be allowed to attend days not registered. There is no guarantee that exceptions will be made, however if attending is accepted, it will result in a \$40 fee per day, per attendance, per child.

SUMMER HOLIDAY PROGRAMMING

- NO Kids' Time Camp Days during Week 1
- NO Kids' Time Camp Days camp on Wednesday, July 4th
- NO Kids' Time Camp Days during Week 11
- NO Kids' Time Camp Days during Week 12

STAFF: CAMPER RATIOS

Camp Kids' Time accepts a limit of 50 campers per day. Campers are split into three "home camps" based on grade. The maintained ratio will be 1 counselor member to every 15 campers for safety reasons. For the Kindergarten group, there is a ratio of 1 counselor member to every 8 campers. Kids' Time Camp Days reserves the right to turn parents away if the limit of campers has been met.

CAMP HOURS/ DROP OFF AND PICK UP

Sign in and out procedure on location will follow the same guidelines as Camp Winnebago's Adventure Camp at Pebble Creek.

SUMMER CAMP RULES AND SAFETY

EXPECTATIONS AT CAMP

EXPECTATIONS OF CAMPERS

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 Unit Coordinators and staff.

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

Friends Helping Friends!

Honesty and respect will be the basis for all relationships and interactions. Reach out and make a new friend each week. We respect each other and the environment. If we listen to others; they will listen to us. Use your magic words, please and thank you often. Be courteous with the words you use. Inappropriate language, verbal threats, fighting and tactics used to humiliate or intimidate another simply WILL NOT BE TOLERATED.

Social Inclusion:

Teamwork and cooperation will be the basis for including every one. Politeness and courtesy go a long way. People are responsible for their actions. Use positive language at all times. Speak for yourself, not anyone else. Encourage others by avoiding put downs, who needs them? Show respect. Every person is important. Keep your hands and feet to yourself at all times. You are not allowed to touch another camper/staff member in a negative way.

Building a Community:

Every child is part of the Y day camp. 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. Respect all Y staff, Y members, counselors and other campers. The proper use and cleanliness of the locker rooms, equipment, supplies, etc. is the responsibility of all. Clean up is important and we need your support. Not only do we respect each other but also we respect our camp environment by putting litter in its place, by not destroying property that belongs to camp or to others and putting equipment up in its proper place. We are all responsible for our words and our actions. Be responsible for personal belongings. More things are lost than found. Leave important things at home. Stay in program areas with your counselor. Cooperate with staff and follow directions. They know best how to keep you and your friends safe.

BULLYING POLICY

Bullying is when one or more people repeatedly exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion.

At YMCA Camp bullying is inexcusable, and we have a firm policy against all types of bullying.

Our camp philosophy is based on our mission statement, which ensures that every camper is accepted. We are open to all to develop the spirit, mind and body. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories. Unfortunately, persons who are bullied may not have the same potential to get the most out of their camp experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with other staff members and their campers so both staff and campers will be comfortable alerting us to any problems during their camp experience and between camp seasons. Every person has the right to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer at our Y camp.

DISCIPLINE POLICY

The YMCA teaches the core values of **caring, honesty, respect, responsibility, and faith** to promote a healthy, safe, and secure environment for all Day Camp participants. Campers are expected to follow the behavior guidelines and to interact appropriately in a group setting. Ground rules are built around respect for self, others and YMCA property.

This policy is meant to inform parents, staff, and participants of the actions that will be taken in response to undesirable choices made by campers during their time at camp.

Campers are expected to treat fellow campers and staff with respect and to abide by camp rules. Camp Winnebago is a safe place in mind, body, and spirit for everyone - we expect our campers to strive for the same. In response to breaking rules including disrespect, bullying, and physical violence, it is our policy to follow a four step system.

Camp Staff will implement the following disciplinary steps in a fair and consistent manner that is appropriate to the camper and the situation:

1. Camp will receive a verbal warning.
2. A short meeting with their counselor that may include a resulting consequence, i.e. sitting out of a game or activity.
3. A conference with the Unit Coordinator and a behavior or action plan is to be kept. Staff will update forms each day after a behavior occurs.
4. Camper will speak with the Summer Camp Program Director.

REMOVAL FROM PROGRAM

YMCA staff works as a team with the parents or guardians for the best care plan for your child. 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. Expulsion from the program will be considered in extreme situations. Please see our Camper Code of Conduct for more information.

INCLUSION SUPPORT – FOR ALL PROGRAM

Camp Winnebago strives to help every child find success at summer camp. Our FOR ALL Program implements inclusive strategies for campers, resulting in positive behaviors and peer relationships. If you believe your child would benefit from participating in Camp Winnebago's FOR ALL Program, or for more information, please contact Audi Stroup at 815.489.3374 or astroup@rockriverymca.org.

The YMCA of Rock River Valley supports, to the best of its resources, the intent and spirit of the Americans with Disabilities Act as a Title II Provider.

AMERICAN CAMP ASSOCIATION ACCREDITATION

Camp Winnebago YMCA is proud to be accredited by the American Camp Association. The American Camp Association has been in existence for more than 90 years and "works to preserve, promote, and improve the camp experience." Only 25% of summer camps across the nation receive this accreditation through meeting as many as 300 standards for health, safety and program quality. Camp Winnebago YMCA is also inspected and licensed by the Illinois Department of Health.



STAFFING

STAFF TRAINING

Our comprehensive training and development program includes behavior management, conflict resolution, planning age-appropriate activities, and risk management. In addition to learning all the policies and procedures of the YMCA of Rock River Valley and Camping Services programs, staff learn how to create the magic of camp. They explore techniques of how to better interact with children, build other's self esteem and confidence, and become experts in songs, games, skits, and arts & crafts projects. At the end of our training, they are ready to use their new skills and knowledge with campers.

CAMPER RATIOS

Camper ratios are based upon American Camp Association standards.

Kinder Camp (ages 4-Kindergarten)	1 staff member to every 6 campers
1 st – 2 nd Grade	1 staff member to every 8 campers
3 rd – 6 th Grade	1 staff member to every 10 campers
7 th – 8 th Grade	1 staff member to every 12 campers

BABYSITTING POLICY

Although Y Camp staff work well with children, our policy states that employees of the YMCA are not permitted to have additional contact, baby-sit or provide transportation for families with children enrolled in our YMCA programs unless related.

GRATUITIES

Although our staff members work long, challenging hours, our policy states that employees are not to accept gratuities. If you wish, we would encourage you to make a donation to our Caring for Community to help children who otherwise wouldn't be able to go to camp. Contact the Member Services desk at the YMCA for more information.

BATHROOM PROCEDURES

No camper is ever alone and no camper is ever alone with a staff member. All campers will take trips to the bathroom with the entire camp and / or groups of campers escorted by camp staff. Campers will only use bathrooms inspected for safety by camp staff.

FIREARM 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.

Policy Continued:

1. Places Off-Limits Even With a Permit/License
430 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.