



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



# Camp Magellan

Day Camp Family Handbook

# 2018 DAY CAMP FAMILY HANDBOOK

305 Circle Avenue Forest Park, IL 60130

## Dear Summer Camp Families,

Welcome to West Cook YMCA's Day Camp—Camp Magellan! Our Camp staff works hard to plan a fun-filled summer that your children will always remember. We focus on helping each child have an increased sense of Achievement, build new Relationships and feel as though Day Camp is a place where they Belong. We know you want your child to have the Best Summer Ever, and we are here to help you in that journey.

The following information is very important for you to be aware of and for the safety of your child. Please read over the materials carefully. The completed registration application must be returned to the West Cook YMCA Member Engagement Desk or emailed to [lqacki@westcookymca.org](mailto:lqacki@westcookymca.org) (our Administrator, Lisa) when registering for camp. Additional forms (a copy of your child's birth certificate and the most recent physical) will need to be turned in no later than one week prior to the camp start. Your child will not be allowed to start camp without all of the forms on file.

If you have additional questions after reading the handbook, please do not hesitate to contact me or the other team members listed on the last page of this handbook. We are looking forward to getting to know you and your family this summer!

Elizabeth Lopez  
Youth Development Director

## **CAMP MISSION**

The West Cook YMCA, rooted in Judeo-Christian tradition, is dedicated to developing the Spirit-Mind-Body of all persons through quality leadership, programs and services, in cooperation with community groups, for the common good.

## **CAMP GOALS**

- To inspire kids to work together and play together to create friendships that can last a lifetime.
- Enjoy the summer experience and have fun in a safe and secure environment.
- To instill our YMCA core values in each child: respect, responsibility, honesty and caring.
- To encourage and promote family wellness and togetherness by having events throughout the summer that the whole family will enjoy.
- To enhance belonging and accomplishment by creating a place where kids are safe to be themselves and try new activities.

## **OUR STAFF**

The West Cook YMCA maintains the highest standards for safe and quality programming according to the YMCA Best Practices. Our trained, professional staff are experienced and committed to the values of the YMCA. All staff members complete training including Y USA's Day Camp Best Practices, Day Camp Upgrade Training, First Aid, CPR and AED training, Praesidium Child Abuse Prevention Training, safety, and planning age appropriate activities. Additionally, our staff members are bound by a strict Code of Conduct that helps to guide a level of professionalism and quality of service. Copies of the Code of Conduct are available upon request.

## **TYPICAL CAMP DAILY SCHEDULE**

Each camp group may vary a little based on time slots however each campers day will reflect this daily schedule.

7:00am – 9:00am	Extended Care
9:00am – 9:15 am	Opening Ceremony
9:15am – 9:45 am	Huddle Group Time
9:45 am – 12:00pm	Morning Activity Rotations
12:00pm – 1:00pm	Lunch, Read and Rest
1:00pm – 3:00pm	Afternoon Activity Rotations
3:00pm – 3:30pm	Huddle Group Time/Reflection
3:30pm – 4:00pm	Closing Ceremony
4:00pm – 7:00pm	Extended Care and Afternoon Snack

## **OPENING CEREMONIES AND ANNOUNCEMENTS**

Opening Ceremonies is our routine in how we will start each morning together as a large camp group. We will do a few silly songs or an icebreaker 'get to know you' game during this morning time. The goal is to start our day with a similar routine for all our campers to have fun together before the day starts. This will also be a time where we announce our theme for the week and any special items to let the campers know.

### **Huddle Group Time**

This is the time of day where we focus on setting the tone of camp. We work to inspire the campers to work together and play to build relationships with each other that will hopefully turn in to friendships that last a lifetime. Huddle group time is one of the most important parts of our day. This is after the morning transition where we gather by camp groups –First Mates, Lookouts, Navigators, and Voyagers –and meet as a “home base group”. Each group meets as a camp group and then divides into smaller groups to play games and activities, practice building relationship skills and get to know each other. This time will also be used to build new friendships and share the values we hold at camp.

### **Morning Activity Rotations**

This is the jumpstart into camp and the focus is to give opportunities to all our campers to enjoy and experience all that summer has to offer in a safe and secure environment. Morning Activity Rotations will focus on a wide range of activities. Some will get the campers’ bodies moving using high energy games, some will be activities that will inspire curiosity and creativity, and others will engage to explore, build, and experiment. Two days out of the week we will do a wider range of activities at our camp base location. Weather allowing two days of the week will be forest preserve days where we do a lot of outdoor play, and sports related games. On Wednesdays we will be traveling off site for a wider range of trips some examples are water parks, museums, bowling, roller skating, and other fun summer locations. During the morning there will be rest breaks for water and for the children to reapply sunscreen or cool down activities as needed.

### **Lunch, Read and Rest**

Lunch time is a time for the kids to sit together with their counselors and enjoy a meal. This will be a time of relationship building, eating, and laughing. Followed by a time for reading, sometimes individually, in a small group, or as a camp group. Or sometimes to use their own imagination to write their own stories.

Campers also learn and experience how we value responsibility. By helping to clean up their camp area to prepare for lunch and clean up after themselves alongside the Camp Counselors. This is a great opportunity for campers to take ownership of their camp experience and learn responsibility.

### **Afternoon Activity Rotations**

Afternoon Activity Stations focus on trying new activities that will challenge the camper to build new skills, or work towards a goal. Our goal is to enhance belonging and accomplishment by creating a place where kids are safe to be themselves and try new activities. This may look different each week, and will include a wide range of activities, including, but not limited to team building activities, group challenges, art projects, group games, and more.

The afternoon will also include a rotation at the pool. We will take a mini-trip to the Fred Hampton Aquatic Center to use their outdoor pool, on most camp days weather allowing. In the case that the whole week has poor weather and we are unable to use the outdoor pool we will

work out with the YMCA indoor pool to hopefully be able to swim at least twice in the week. Afternoon Activity Rotations will also include a wide range of activities including but not limited to team building activities, group challenges, art projects, group games and more.

### **HUDDLE GROUP TIME WITH REFLECTION**

Huddle group time at the end of the day is to take time for the campers to reflect and enjoy the day that they just had. Reflection is a great way for campers to really think about how their day went and share it with others. We also focus on continuing to practice and understand the YMCA's four core values of respect, responsibility, caring and honesty. This part of the day can even be an opportunity to make a goal for tomorrow or the rest of the week. Some goals may be to practice a new skill they learned, try a new activity, or meet a new friend. This time is also a great opportunity for campers to share what they enjoyed and what they did not, so that Counselors can learn more about the campers to lead activities that they would enjoy or may challenge the camper.

### **CLOSING CEREMONIES**

Daily Closing Ceremonies may include group activity, a silly song, or group challenge. Each group will end the day with their camp group and clean up their room before pick up begins. On Fridays, there is an extended Closing Ceremonies where the whole camp group comes together and celebrates the week. There is an opportunity for large group challenges, staff challenges, mini-talent shows, opportunities to honor campers for trying new things, sharing their camp favorites, or voting for what they want the next week to include. It is a fun and exciting way to end a camp week!

### **ENROLLMENT AND REGISTRATION**

**Registration begins February 1<sup>st</sup>. Register by April 30<sup>th</sup> and get one boost free for every 4 weeks of camp registered!**

How to register:

1. Online at [www.westcookymca.org/camp](http://www.westcookymca.org/camp)
  2. Contact Lisa Gacki at 708-366-2764 or [lgacki@westcookymca.org](mailto:lgacki@westcookymca.org)
  3. In person at the West Cook YMCA
- Parents must completely fill out one registration form for **each child** attending Day Camp.
  - In-house Day Camp Application must be completed and submitted to the Member Engagement Desk at the time of registration. Online registration participants need to have paperwork emailed or dropped off within 24 hours of registration. A copy of your child's current physical and copy of their birth certificate is due no later than the **Wednesday prior** to the start of camp (earlier preferred).
  - There is a \$25 **non-refundable** deposit (per session) due at registration to hold a spot for your child. The **non-refundable** deposit is included in the session tuition fee. This commitment helps ensure that adequate staffing and materials are available for all campers.
  - We offer a \$10 discount per week session for the 9:00am – 4:00pm camp day for your

second child.

- Any balance due must be paid by the end of the day of the **Wednesday preceding** the beginning of each camp session.
- Registration **will not** be accepted after the **Wednesday** preceding the camp session start date. For safety purposes and to ensure adequate supervision, late registrations cannot be accommodated.
- For additional information, please email [daycamp@westcookymca.org](mailto:daycamp@westcookymca.org).

## **CAMP SESSION GROUPS, DATES & BOOST OPTIONS**

### **Camp Magellan**

**First Mates:** Ages 5

**Lookouts:** Ages 6-7

**Navigators:** Ages 8-9

**Voyagers:** Ages 10-14

### **Session and Dates**

Week 1     June 4 – June 8  
Week 2     June 11 – June 15  
Week 3     June 18 – June 22  
Week 4     June 25 – June 29  
Week 5     July 2 – July 6\*  
Week 6     July 9 – July 13  
Week 7     July 16 – July 20  
Week 8     July 23 – July 27  
Week 9     July 30 – Aug. 3  
Week 10    Aug. 6 – Aug. 10  
Week 11    Aug. 13 – Aug. 17

\*No program on July 4<sup>th</sup>

### **Extended Care**

**TIME:** 7:00 – 9:00am|4:00 – 7:00pm

- ♦ Registration for extended care must be paid in full by the close of business on the **Wednesday prior** to the week of service.
- ♦ If payment is not made on Wednesday, registration will be dropped. If your child is not picked up by the end of normal camp program hours, normal late fees will apply at \$1 per minute late.
- ♦ No pro-rated options for extended care.

### **Field Trip Days**

- ♦ All camp groups participate in at least one off-site field trip per week.
- ♦ Field trip days and departure times may vary – please consult the day camp calendar for details.
- ♦ Weather and schedule allowing, participants may swim up to five days a week

## **Summer Boosts**

Our Summer Boosts give your child a chance to focus on extra activities that teach skills and can help impact a camper's future! Each boost runs for one to two hours per day, per session. The Summer Boost sessions will happen during the morning activity rotations.

**Ages:** 5+

**Sessions:** 2-10

**S.T.E.M. (science, technology, engineering and math):** Explore your "mad scientist" side by being an active member of our discovery teams. Create a volcano, build a robot, participate in an archaeology dig, conduct experiments and test your hypotheses, and build elaborate inventions from everyday materials.

**STEM Boost for all ages is offered sessions: 2, 4, 6, 9**

**Drama:** The drama boost will help kids learn how to set a scene and create a stage set, write a short play and explore their inner actor as they learn lines and perform on-stage.

**Drama Boost for all ages is offered sessions: 3, 6, 8, 10**

**Art:** Find your inner Picasso through painting, sketching, watercolors, murals, 3-D art, animation, and more. You'll learn new skills and have the opportunity to practice various forms of creative art. You can choose your best work to display in our Camp Magellan Showcase.

**Art Boost for all ages is offered sessions: 2, 3, 7, 9**

**Cooking:** Become a gourmet chef as you learn simple recipes that you can prepare for your family. Learn to prepare full meals, desserts and drinks, and have the opportunity to experiment and create your own recipes in a fully equipped commercial kitchen.

**Cooking Boost for all ages is offered sessions: 4, 7, 8, 10**

## **PRICING AND PAYMENT POLICIES**

### **Camp Magellan Pricing**

Member – \$195 per week

Program Member – \$255 per week

\*During session 5, there will be no camp program on July 4<sup>th</sup>. Fees for this session will be:

Member – \$156 / Program Member – \$204

### **Extended Care Pricing**

Member – \$55 per week

Program Member – \$65 per week

\* During Session 5, there will be no camp program on July 4<sup>th</sup>. Fees for this session only will be – Member: \$44|Program Member \$52.

### **Summer Boost Pricing**

Member – \$25 per session

Program Member – \$25 per session

## REFUND & CREDIT POLICY

- A full refund will be given if the Y cancels a class/program.
- If you withdraw from a camp session before it begins, a 100% refund (minus the \$25 registration fee) will be given either by check or by credit voucher. Vouchers must be used within one calendar year. Refunds by check usually take 10-14 business days to process.
- If you withdraw during the first day of a camp session, you will receive a 50% credit voucher, minus the \$25 registration fee. No refunds after the first day.
- Returned Checks – because the West Cook YMCA is charged a \$10 returned check fee by its bank, any returned checks will receive a \$10 fee.

## LATE FEE POLICY

- The balance for the session of camp your child attends is due 5 days prior to the start of the session.
- If you do not pay by the balance due date for each session a \$25 fee will be put on your account 4 days prior to the session.
- If payment is not received 4 days prior to the session start your child will be canceled out of the session.

## DISCHARGE POLICY

Parents who wish to withdraw their child from the program can do so at any point prior to the start of the day camp session for a full refund. If wanting to leave after the first day of camp, 50% (minus the non-refundable \$25 deposit) will be reimbursed.

**The YMCA has the right to withdraw any child from the program for the following reasons:**

- Habitual disregard of the center's policies and procedures.
- Habitual disregard of the arrival and/or departure times.
- Verbal or physical threats made to any child or member or staff while on the grounds of the YMCA or other program facilities.
- Incidents of physical harm to self, other children or staff.
- A delinquency in payments or fees owed.
- **The West Cook YMCA has a zero tolerance policy in regards to threats or actions of any nature directed toward another child, staff or community member.** Referrals and alternate care opportunities can be offered at time of disenrollment.

## FINANCIAL ASSISTANCE

It is the goal of the West Cook YMCA to provide financial assistance to individuals and families who do not have the ability to pay the full cost of the program. Those who are seeking financial assistance will begin by applying for funds through **Illinois Action for Children's Child Care Assistance Program**, which is funded by **Illinois Department of Human Services**. Applications may be requested at the camp site or the West Cook YMCA or on the web at [www.actforchildren.org](http://www.actforchildren.org). Eligibility is based upon a variety of factors. For more information please contact Lisa Gacki, Youth Development Administrator, at 708-434-0230. **Please apply early** to allow 4-6 weeks for processing of an Illinois Action for Children application.

Scholarships are also available – please complete both the scholarship form and the state funding applications at the same time. If your family does not qualify for Illinois Action for Children Child Care, then you may qualify for a scholarship. We will need a copy of the decline letter in order to complete the scholarship application.

## CAMP UPDATES

Camp calendars and newsletters will be available for all camp participants and their families at the beginning of each session. These newsletters will include information about camp staff, weekly field trips, arts and crafts, and other activities. Please understand that schedules can change due to weather, space availability, and duration of activities.

## FAMILY AND CAMP EVENTS

May	TBD	Day Camp Open House
June	TBD	Day Camp Open House
June 29 <sup>th</sup>	12:00 pm to 3:00 pm	Thingamajig Event
July 12 <sup>th</sup>	10:30 am to 11:30 am	World Service Carnival
July 27 <sup>th</sup>	6:00 pm to 7:30 pm	Day Camp Talent Show
August 10 <sup>th</sup>	5:00 pm to 7:00 pm	End of Summer Family Picnic

## ATTENDANCE PROCEDURES

Your child must be signed in and out of the program. Only people you authorize may pick up your child from the program. If your child is going to be absent, parents must notify the Youth Development Office by 8:00am. Please call the camp number at 708-427-8268, or email camp directly at [daycamp@westcookymca.org](mailto:daycamp@westcookymca.org).

Face counts and attendance will be taken at the beginning of each camp day, and before and after each transition throughout the day.

## DROP-OFF PROCEDURES

- All children must be dropped off between 8:40 am and 9:00 am.
- All children, including teens, must be signed in by a parent or guardian or approved youth **16 years of age or older**.
- All children will then be escorted to their designated area by a Camp Counselor through the

parking lot entrance.

- Staff will not be permitted to sign children in before 7:00am for Extended Care participants and before 8:40 am for Day Camp participants.

### **PICK-UP PROCEDURES**

- Pick-up is at 4:00 pm to 4:10 pm
- **Please be aware that everyone, regardless of relationship to child, WILL be asked to show a picture I.D. every day, all summer. NO EXCEPTIONS.** This is for the safety of your child(ren). Regardless of which staff member will be checking your child out, a picture I.D. will be needed for departure.
- Children must be signed out by someone **over 16 years of age** (and have picture I.D.), who has been authorized by the parent or adult guardian, in writing on the child's registration form. A signed note or email are also accepted, however, phone call authorization is not sufficient. Children **will not** be released to anyone unauthorized to pick up.
- Pick-up times run no earlier than 4:00 pm and no later than 4:10 pm.
- Staff members are not permitted to drive participants in their own vehicle or babysit participants.
- If in need of any early pick-up, please notify us at least one day in advance. Last minute requests may be difficult to accommodate – please call ahead to provide time for staff to prepare your child(ren).

### **LATE PICK-UP OR LATE DROP OFF**

- Parents must notify the YMCA if they are going to be late picking up their child.
- Parents will be charged \$1.00 per minute after 4:10 pm for any child not enrolled in Extended Care. Extended Care participants will be charged \$1.00 per minute after 7:00 pm.
- Parents will receive a bill at pick up of prices owed. The late fee must be paid, or your child risks not being accepted into the program.
- If a child is left 60 minutes past 7:00pm, staff will call the police in the case where an authorized pick up person is not available.
- If there are any questions, please email [daycamp@westcookymca.org](mailto:daycamp@westcookymca.org)
- In the morning drop off needs to happen no later than 9:00 am. If you are running late please notify the YMCA. If your family continually drops of late we will enforce the late fee of \$1 per minute late. We cannot guarantee entry to camp for the day after 9:00 am.

## WHAT TO BRING EACH DAY

- **Swim suit & towel** – please see dress code.
- **Shoes** – gym shoes or closed-toe shoes with backs. Crocs, flip flops, or sandals can be brought for water activities, but may not be worn to camp. Children who do not have gym shoes will not be able to participate and parents will be contacted.
- **Lunch** – Nut free lunch, non-carbonated drink, extra healthy snacks. Please do not send microwavable items. Due to lack of refrigeration, please pack non-perishable items.
- **Frozen water bottle**
- **Sunscreen** – your child must be able to apply his/her sunscreen themselves.
- **Book** – we will be having daily reading for 30 minutes a day.
- **Extra change of clothes** – this is especially important for our youngest campers. Please label all belongings with your child's first and last name.

## DRESS CODE

- Proper attire is to be worn at all times while at camp. Proper attire includes:
- Closed-toe shoes. The only exception is during pool time or water activities.
- Shorts that are at least finger length when arms are at your side.
- All tank top straps must be at least two finger widths.
- Attire that is worn by participants that is of an inappropriate/offensive manner is prohibited.
- One-piece bathing suit for girls and swim trunks for boys preferred.

## LOST AND FOUND

The YMCA **is not** responsible for lost or stolen items. There will be a bin designated near the sign-out area at the end of each camp day. At the end of the week, all items will be put in the YMCA lost and found, located at the registration desk. Once a month, those items will be donated to nearby charitable agencies.

## SAFETY PROCEDURES

Attendance and head counts will be taken at regular intervals daily. Head counts will be taken before and after every transition. For the safety of all children, parents are responsible for notifying the Youth Development Department if their child will be absent that day.

## PROHIBITED ITEMS

- ⊘ Games
- ⊘ Toys
- ⊘ Any valuable items of any kind
- ⊘ Cell phones/cell phone use
- ⊘ Pets
- ⊘ Any camper caught with illegal substances/weapons will be terminated from camp & no refund will be given.

**NOTE:** Money is not necessary on a daily basis. Spending money on field trips is optional & children will be responsible for what they bring. Staff will not be able to "carry" or "hold" money for a child.

## EMERGENCY EVACUATION

- In the event of a fire, children and staff will exit the nearest exit and walk across the parking lot. The children will remain in a group away from the building and await further instructions.
- In the event of a tornado, children and staff will seek shelter in the lower level of the facility.
- Routine drills will be conducted throughout the summer.

## ACCIDENTS

If your child is involved in a minor accident, appropriate first aid will be given immediately. If it is a serious injury, the parent will be notified immediately and instructions on the emergency care authorization will be followed. If the parents or other designated persons listed on the emergency care authorization are unavailable or cannot be reached, your child will be taken to the nearest hospital for treatment, via ambulance.

## INSURANCE

The West Cook YMCA does not provide accident insurance for your child. Insurance and payment of treatment is the responsibility of the parent.

## MEDICATION POLICY

**Medication can only be given under the following procedure:**

- Parents must complete a medication permission form and return it with the prescribed medication to Elizabeth Lopez, Youth Development Director, Rebecca Boblett, School Age Coordinator, or Lisa Gacki, Youth Development Administrator, on or before the first day of camp (medication forms may be requested from the Youth Development staff).
- All medication must be in its original container.
- Prescription and non-prescription medications **must be** labeled with the full pharmacy label and in its original container.
- Medication shall not be used beyond the date of expiration.
- Children will not be allowed to self-administer any medication.
- Medication will be returned to the parent at the end of permission date.
- Counselors over the age of 21 will be responsible for administering medication.
- **Leaving medication in backpacks is a safety hazard and places all children at risk of danger. We cannot allow children to store or keep any type of medication in or with their belongings.**
- All medications will be kept locked in the Youth Development Office until they can be picked up by an adult.
- If going off-site for a trip, Counselors or the School Age Coordinator will be responsible for holding and administering any medication.

## SICKNESS

Children will not be accepted into the program with the following symptoms:

- Temperature of 100 degrees or above
- Diarrhea
- Sore throat with fever & swollen glands

- Severe coughing
- Yellowish skin or eyes
- Redness of eyes with discharge/Pink Eye
- Unusual spots or rashes
- Infected patches
- Vomiting – must be free of any symptoms
- Severe itching of body or scalp

Child must be symptom free for 24 hours before returning to camp. Please notify Elizabeth Lopez, Youth Development Director, Rebecca Boblett, School Age Coordinator, or Lisa Gacki, Youth Development Administrator, if your child has a contagious symptom.

**NOTE:** Parents will be notified immediately if any of the above symptoms occur while your child is in the program. If parents cannot be reached, the authorized emergency pick-up person will be called.

### **READMITTANCE AFTER ILLNESS**

Temperature of 100 degrees:.....	24 hours after temperature has broken
Stomach Flu/Diarrhea: .....	24 hours after vomiting has stopped and when the child no longer has diarrhea or a fever
Severe Coughing: .....	When coughing has stopped or Doctor states the child is no longer infectious
Pink Eye:.....	24 hours after medication has been administered
Spots or Rashes:.....	One week after disappearance or until diagnosed by Doctor
Strep Throat: .....	24 hours after medication has been administered
Vomiting:.....	24 hours after vomiting has stopped
Diarrhea: .....	24 hours after diarrhea has stopped
Severe Itching of Body/Scalp: .....	24 hours after treatment has begun
Chicken pox: .....	Until all lesions are crusted over, usually about 7–10 days
Rash with fever or joint pain: .....	Until diagnosed as not being measles or rubella
Measles: .....	5 days after rash starts
Lice.....	48 hours after treatment begins
Ring worm:.....	48 hours after treatment begins

***A doctor’s note must be presented to verify that the child is no longer contagious. Campers will not be allowed back in camp without a doctor’s note.***

## **WEST COOK YMCA CAMP MAGELLAN STAFF CONTACT INFORMATION**

**West Cook YMCA Member Engagement Desk: 708-383-5200**

For children's absences and other day-to-day questions, please contact our general camp email  
General Camp E-mail – [daycamp@westcookymca.org](mailto:daycamp@westcookymca.org)

For other matters, please contact the appropriate Youth Development staff member listed below:

- Elizabeth Lopez – Youth Development Director  
708-434-0230 | [elopez@westcookymca.org](mailto:elopez@westcookymca.org)
  
- Rebecca Boblett—School Age Coordinator  
708-427-8268 | [rboblett@westcookymca.org](mailto:rboblett@westcookymca.org)
  
- Lisa Gacki—Youth Development Administrator  
708-366-2764 | [lgacki@westcookymca.org](mailto:lgacki@westcookymca.org)