



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# PARENT GUIDE

## SUMMER CAMP 2018

Small Wonders | Discovery in Motion | Sports and Wellness | BTween | Junior Counselors



### TWO RIVERS YMCA

2040 53rd Street  
Moline, IL 61265  
309 797 3945  
[www.tworiversymca.org](http://www.tworiversymca.org)

# Welcome to Two Rivers YMCA Summer Camps!

Summer is a special time for children to enjoy the outdoors, to learn, to have fun and to build new relationships. It is also a time when working parents are concerned about the care and security of their children. YMCA Camps can provide special memories for your children and for you as parents. We feel that the time your child spends away from home each day is very important and we want to make it special. Please be a good listener when he or she comes home each day eager to share the day's events.

Children are involved in a wide range of activities that make camp more than a day care program. The various types of activities which take place at camp include:

- leadership development
- team building
- swimming
- outdoor education
- unique academic enrichment
- field trips
- problem solving
- values education
- service learning
- more

Our YMCA Character Development program teaches CARING, HONESTY, RESPECT, and RESPONSIBILITY. We will be emphasizing these four values in all that we do during the summer. We hope you'll be delighted with our program and we look forward to working with you and your family.

The leaders and counselors are carefully chosen for their maturity, enjoyment of physical activities and for the character traits that make them positive role models for youth. Though we can't take the place of parents, we can be the positive influence that children deserve.

Please read over the following information carefully so that you are familiar with our policies and procedures. Our staff is available to answer questions and help solve any problems.

Have a great summer!

Shannon Flynn, Camp Director  
Small Wonders/Sports & Wellness  
309 797 3945 ext 242

Cami Ill, Camp Director  
BTween / Discovery  
309 797 3945 ext 258

## YMCA MISSION

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

## AFFIRMATIVE ACTION STATEMENT

Each child shall be recognized as an individual whose gender, ability, differences, personal privacy, choices of activities, cultural, ethnic and religious background will be acknowledged and respected.

## MARK YOUR CALENDAR

Y Camp Kickoff Open House  
Wednesday, May 30, 2018  
5:30-7:00 PM at the Y's  
Spirit, Mind and Body Center

- Bring your questions
- Pick-up the June camp activity calendar
- Pick-up field trip t-shirt
- Tour the Two Rivers YMCA

All registered campers who attend the Camp Kickoff will receive a gift!

## Sign In

You are required to sign your child into camp each day.

A Sign In table will be located:

Time	Location
6:30 AM-8:30 AM	Spirit, Mind and Body Center 1811 53rd Street, Moline
After 8:00 AM	Two Rivers YMCA South Lobby YMCA 2040 53rd Street, Moline

## Meals and Snacks

A cold breakfast/snack is available at the Spirit, Mind and Body Center for Campers arriving before 7:45 AM. A nutritious lunch (menu subject to change) will be provided or children may choose to bring their own lunch. There are no refrigerators to keep lunch items cold and no access to stove/microwave to heat food for children. In the afternoon, a snack and water will be provided. The Y follows a healthy nutrition policy for all snacks and meals. Please inform us of any dietary restrictions or allergies your child may have. **Campers may not chew gum during Y camp hours.**

## Sign Out

The Sign Out table will be in the south lobby of the Y. You will be required to sign your child out each day and show a picture ID to our staff. After your child is signed out, you will be given a Pick-Up Pass to give to your child's counselor. This shows the counselor that you have already signed your child out.

At pick up time, please keep in mind that groups may be transitioning from one area to another. You may have to wait a few minutes for your child to arrive to the area to which you are sent. Groups move between the Y and the Spirit, Mind & Body Center throughout the day (9:00-4:00).

On field trip days, sign will be at the Spirit, Mind and Body Center (1811 – 53rd Street Moline), no earlier than 3:30 PM. **BTween Camp sign out will be at the Spirit, Mind and Body Center on Mondays, no earlier than 3:00 PM.**

## Field Trip Days

BTween Camp	Fridays
Discovery in Motion Camp	Tuesdays
Small Wonders Camp	Wednesdays
Sports and Wellness Camp	Thursdays

Jr. Counselors will be placed with one of the camps to assist counselors.

**Field trip days may vary due to event availability.** A calendar of field trips will be available by mid-May for parental review. You will be able to view calendars on our website or pick one up at the Camp Kick-off.

## Swimming

Campers will swimming at the Y and at area pools. Counselors will be in the pool and active with their assigned groups during all swim times. On-site recreational swim times are supervised by a Two Rivers YMCA certified lifeguard. We will also have 1 staff per 12 children in the Cool Pool and 1 staff per 8 children in the Warm Pool.

If you mark on the registration form that your child needs a flotation device, he/she will be required to wear one at all times. He/she will not be allowed to attempt the swim test and will be restricted to the shallow end. Children who pass a swim test will be allowed to swim in the deep end. This will be determined by our Y lifeguards. Any changes to what you have marked on the form for flotation devices will need to be made in writing by the parent/guardian.

Children must bring a bag for wet clothing (no wet suits rolled up in towels). Swimming abilities will be evaluated the first week of camp. Children may not bring inflatable floaties from home. If you send a life jacket from home it must be Coast Guard approved and the Aquatics Director/Aquatics staff must approve it. Please note that state regulations prohibit the use of flotation devices and tee-shirts in outdoor pools and municipal pools.

Camps swim on the following days each week:  
Small Wonders – Tuesday and Thursday  
Sports & Wellness – Wednesday and Friday  
Discovery – Monday and Thursday  
BTween – Tuesday

## Requirements to begin YMCA Camp

- ✓ Completed registration forms for each child.
- ✓ Session activity fees paid at registration. (There are two camp sessions.)
- ✓ First week pre-paid or draft set up before the first week of camp.

## Financial Assistance

No person is denied care due to the inability to pay fees. The Y provides assistance on a sliding fee scale; we also accept state agency payments. We must have this information before May 14 to qualify for assistance. Families may only be on Y Assistance or State Assistance (cannot use both at one time).

## State Assistance

Those families receiving state assistance must register and pay the activity fee in order to be considered registered. If co-payment information is not received from the state before camp begins, you will be required to pay \$25 per week per child until that information is received.

## Non-Draft Payment Policy

All payments must be made in advance for your child to attend the next week either at the 1-3 day or 4-5 day rate (cannot combine day rates). Payments with credit card, cash, check or money order must be received at the YMCA Front Desk or online by close of business on the Friday before the week your child will attend for non-draft accounts. If you do not notify us or pay by Friday close of business you will automatically be charged a \$10 late fee per child along with the day rate fees that apply to your attendance.

## Draft Payment Policy

If you choose to allow us to draft your credit, debit, savings account at the first and middle of the month (closest business day) you will not need to notify the YMCA Front Desk or our staff. You will be able to use summer camp anytime needed but will still have the 1-3 day or 4-5 day rate options (cannot combine day rates).

## Draft Schedule

Draft Date	Days Drafted
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June 15	Draft 5/21-6/1
July 2	Draft 6/4-6/15
July 16	Draft 6/18-7/6 (3 weeks)
August 1	Draft 7/9-7/20
August 15	Draft 7/23-8/3
September 4	Draft 8/6-8/17

## Late Pick Up

Children must be picked up no later than 5:30 PM There is a LATE CHARGE of \$1.00 per minute, per camper, if you pick your child up after 5:30 PM This is to be paid at the time of pick-up or no later than the next day of camp. If you repeat this action it may result in removal from the program.

## Refund Policy

Accounts will only be refunded if you cancel in advance. If your children do not attend the week you registered and paid for in advance, no refunds will be given. Activity fees will not be refunded after May 14.

## Collections and Late Fees

We work with a third party when drafts are declined or accounts are overdue. There are various fees that will be attached to your balance when you allow your account to become overdue or we are declined during the draft process. We will not be responsible for any fees from Kinum Collections if your account is turned over to them. We also are not responsible for any service fees your bank charges. Please call Sue Lang at 797-3945, ext 252 if you have further questions about payment procedures or your bill.

## Dress Code

Campers must wear comfortable clothes, socks, and tennis shoes. Children will not be permitted to participate in activities if they are not properly dressed. Campers may bring hats and sunglasses for outside wear only. All campers must wear socks or have socks in their bag. Many activities require socks, such as the Kid's Gym/Kid's Adventure Center, Energy Zone and some field trips. On field trip days please send your camper in the field trip t-shirt you will be given at the beginning of camp.

## Illness and Attendance

If your camper is not feeling well in the morning, has a temperature or is in the contagious stage of any illness please do not bring him/her to camp to see if they can make it through the day. You will be called and asked to pick up your camper immediately. If your child misses camp due to illness they must be fever/symptom free for 24 hour before returning to camp. Parents are not required to call the Y to report their campers absent from camp. **You will not be refunded pre-payment or draft if your child is sick and unable to attend camp.**

**Lice** – You will be expected to pick up your child immediately from camp. Your child can return after one treatment.

**Pink Eye** – You will be expected to pick your child up immediately from camp. Your child should not return until after 24 hours on antibiotic eye drops.

## Injury and First Aid

If your camper is injured during camp hours, we will handle all minor scrapes, scratches and bruises. We will call you if there are any questionable or serious injuries. The Y does carry liability insurance coverage. You have signed a release that you understand we are not responsible for injuries associated with accidents that occur during normal daily activities. Incidents will be discussed with the parents by phone or when campers are picked up.

## Medication

If your child has medication to be administered during camp:

- All medication/inhalers must be checked-in with staff at the morning sign-in desk and be in a prescription bottle.
- Include written instructions as to quantity, time to be administered, name and phone number of doctor, prescription number, and pharmacy. Written permission must be given on the form "Authorization to Administer Medication" which is available from YMCA staff. Quantity and dosage listed on the authorization form must match quantity and dosage listed on the prescription bottle.
- Medication will be kept in a locked box or a locked cabinet, with instructions on file. Meds will be taken on field trips, park visits, or any other excursions outside of the YMCA so they can be administered at the proper times.

## Field Trips

All field trip admissions and transportation are included in the "Session Activity Fee." The activity fees are non-refundable after May 14. If your camper will not be attending the weekly field trip, you must find other arrangements for the day. There will be no supervision at the Y on field trip days if your child comes late or does not want to attend the trip. **On field trip days campers must wear their camp shirt.**

A sack lunch will be provided on field trip days. You may send a lunch with your child on these days but please make sure it is in a disposable sack with their name on it. Each group will keep all of their lunches in a big cooler that the counselor will carry to and from the field trip. The paper/plastic bags will be thrown away during the trip after lunch. Please do not send items that cannot be thrown away such as sandwich containers, ice packs, silverware, etc. There will not be a way to keep your child's lunch cold while on the field trip and we will not be able to heat anything up.

**We will not authorize parents to drop off or pick up children from field trip locations.** This disrupts our count and tracking of children. If you drop your child off after the depart time listed on the field trip calendar your child will not be permitted to attend the field trip and will not be able to stay at the YMCA for camp that day.

Campers may bring extra spending money to use during field trips. Discovery, Sports and BTween Camp participants must be responsible for their own money during field trips. This is an opportunity to teach the children responsibility. Please do not send over \$10 per camper on field trips.

Small Wonders participant's parents must check-in their field trip spending money for each camper with the morning sign in staff. If a family has more than one camper the money must be divided for each camper. We will have envelopes for each camper. The counselors will be in possession of the spending money until we arrive at the event. The money is handed out to the campers at this time, and it is their responsibility from this point forward. Please do not send over \$5 per camper on Small Wonders field trips.

## Camp T-shirts

Your child will receive a camp t-shirt which must be worn on field trip days to help staff identify our campers in public places. Camp t-shirts will be available for pick up at the Camp Kickoff on May 30th. If you are unable to attend, they will be available at the sign in/out desk at the Spirit, Mind & Body Center from 6:30-8:30 AM and 3:30-5:30 PM, during the first 2 weeks of camp. If you don't pick up your child's shirt during this time sizes cannot be guaranteed.

## Y Classes, Lessons or Programs

You may enroll your campers in other Y programs such as swim lessons, gymnastics, golf lessons between the hours of 10:00 AM-4:00 PM during their camp day. You are required to register for and pay for the program at the Y desk. You may also purchase a Y membership if you would like your child to become a Y member. Our staff will gladly get your camper to and from class during the hours of 10:00 AM-4:00 PM. If you sign your child up for classes outside this time frame you will be responsible for dropping off and picking them up. **We cannot guarantee that your camper will make up any activity that went on during camp while they are gone for a class. On field trip days, campers will not be able to attend their lessons, make them up, or receive credit. If a class is cancelled we will not be responsible for finding out the make-up date.** These classes are administered by other departments and staff of the Y which are separate from Summer Camp. Parents must fill out a form one week prior to the start date for your camper to let us know the Y class or program name, time, and start/end date.

## Lost and Found

Please have your camper's name on everything they bring to camp. We cannot be responsible for lost or stolen items. Lost and found will be at our sign in/out area or at the North Service Center. After 30 days we will donate all lost and found items to Goodwill.

## Toys, Cell Phones and Things

Campers in Small Wonders, Discovery or Sports may not bring toys, cell phones, radios, video games, DS, small electronics, iPods, etc. to camp. Our staff will confiscate any of the above items and release them to the parents at the time of pick-up.

BTween may bring items of value. If the item is checked in at the sign in table in the morning we will provide a secure area for storage until the designated times the campers are allowed to use them. It is up to the discretion of the counselor when these items may be used. If this becomes a problem the camper may be asked not to bring these items back to camp. The camper will be responsible for the care of these items. If items are not checked in at the sign in table in the morning, they will be with the camper all day and not locked up. The YMCA will not be responsible for lost, broken or stolen items.

## Sunscreen

Each year we ask parents to donate one bottle of SPF 45+ sunscreen and the Y will take care of the rest. With your permission, Y staff will assist your child to apply sunscreen at 10:00 AM, 12:00 PM, and 2:00 PM during each sunny camp day. Please drop off the sunscreen with the Y staff at the sign in table.

### **What are your discipline procedures?**

There will be no fighting, hitting, biting, kicking, spitting, stealing, bullying, leaving the program area without staff, persistent inappropriate behavior, disrespect to staff etc. If a camper puts his/her hands on any other participants or staff they are subject to immediate removal from the program.

Campers will be given a "timeout" away from the group, and the staff member will discuss the action with the camper when discipline issues occur. The timeout will not last longer than 10 minutes. If it needs to be discussed with a parent, it will be mentioned at pick-up time or at a conference. We will use several types of forms to communicate with parents and there is sometimes a need to have face-to-face meetings with parents to discuss ongoing issues with campers.

The Two Rivers YMCA reserves the right to end a camper's participation in the program because of disruptive behavior or actions that are not in the best interest of the other campers. We strive to keep all campers safe and try to resolve all conflicts in a positive manner. We treat each child as an individual and discipline them based on what happened in each incident.

The YMCA facilities and grounds are a tobacco free area. Smoking and tobacco products are not allowed in our facilities or on our grounds. Help us keep our YMCA clean by not extinguishing your smoking materials in our parking lot.

Please be aware of the parking spots marked with a handi-capped sign when dropping off or picking up your children.

### **FAQ's**

#### **May my child attend camp for only two or four days a week?**

Children can attend camp any number of days throughout a week however we have a 1-3 day or 4-5 day rate. If campers attend 2 days, you will be charged the 1-3 day rate or if they attend 4 days, you will be charged the 4-5 day rate.

**If my schedule varies, can my child's attendance change each week?** You may change the number of days your child attends. When you register your child each week by Friday, you can switch from 1-3 days to 4-5 days and then back again if needed.

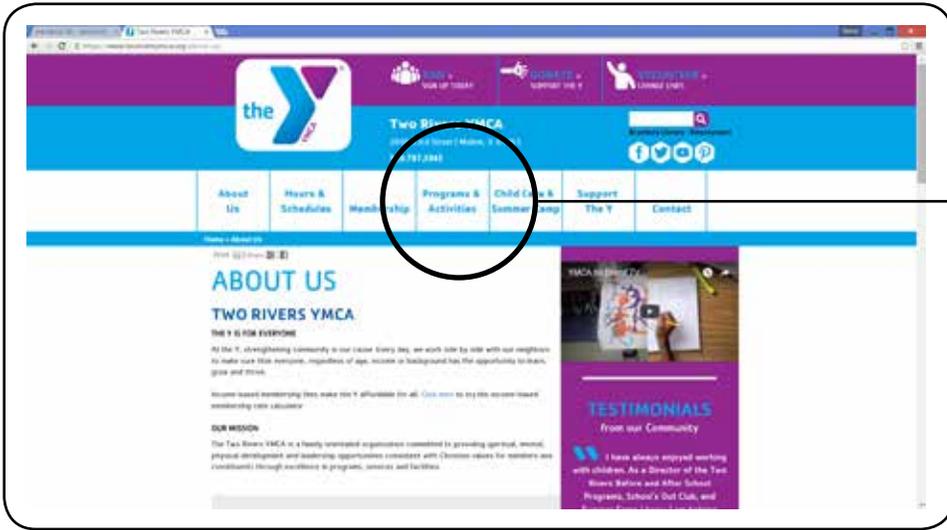
**Can my child leave camp on their own?** No camper may leave any area without an authorized adult who will sign each camper in at arrival time or out at departure time. Campers must be in view of a staff member at all times.

**May my child switch what camp they attend from week to week?** Due to staff to child ratios, campers may not switch camps. Once your child has been enrolled in a camp, they must remain in that camp for the entire summer.

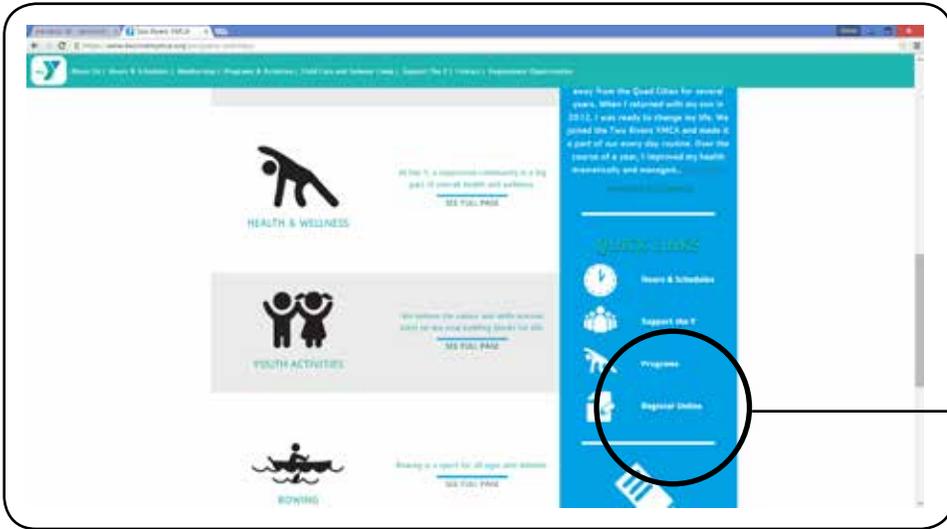
**Do I need to apply sunscreen to my child in the morning before camp?** Large portions of our days are spent outdoors at the Y. For the safety and well being of your children, we are asking for your assistance with the application of sunscreen, in the mornings, before they come to Y Summer Camp. Our counselors will continue to supervise your children as they apply sunscreen to themselves throughout the day. However, our counselors are limited as to where they can apply sunscreen to your children due to protection and safety regulations. Again, all campers will apply and reapply at approximately 10:00 AM, 12:00 PM, and 2:00 PM.

#### **Thank you and we look forward a great summer!**

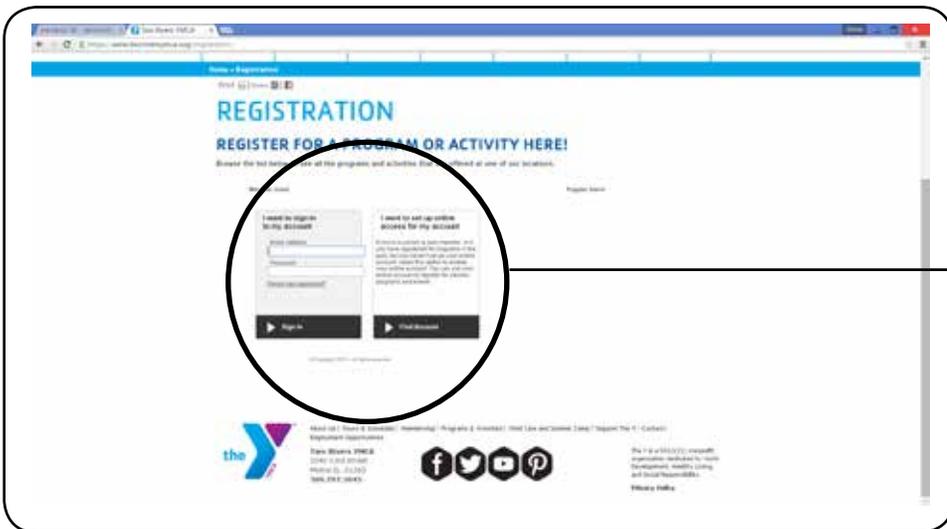
Shannon Flynn, Camp Director (Small Wonders and Sports)  
Cami Ill , Camp Director (BTween and Discovery Camps)  
Lisa Doyle , Small Wonders Camp Coordinator  
?, Discovery Camp Coordinator  
Erica Attwood, Sports Camp Coordinator  
Kayla Harris, BTween Camp Coordinator



**STEP 1**  
 Visit [tworiversymca.org](http://tworiversymca.org)  
 Click on **Programs & Activities**



**STEP 2**  
 Scroll to middle of page and click on **Register Online**

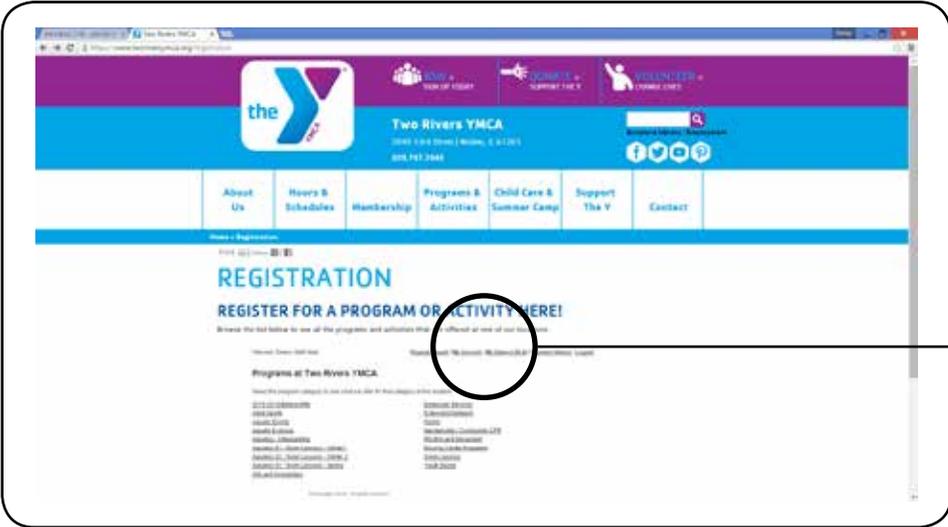


**STEP 3**  
 If you already have your online account set up, enter your login information & click **SIGN IN**. Skip down to Step 5.  
 If you do not have your online account set up, click **FIND ACCOUNT**. Go to Step 4.

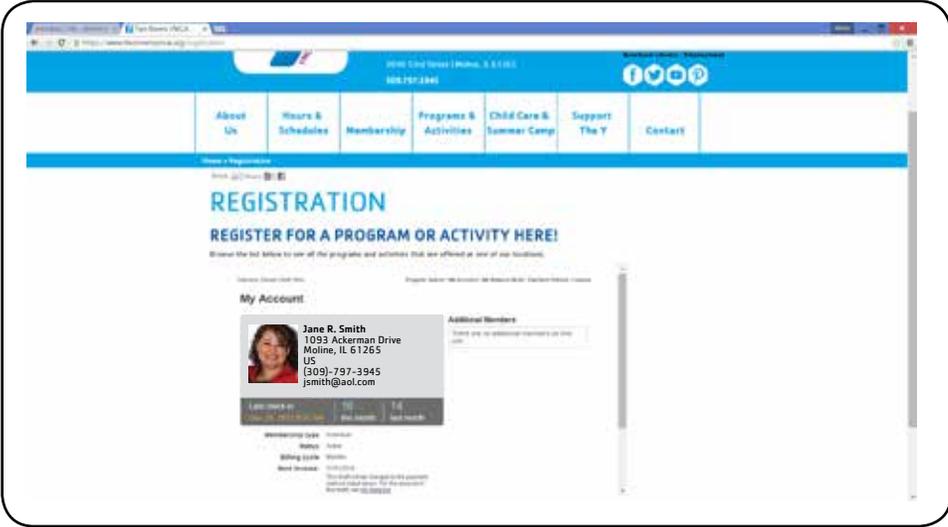


**STEP 4**  
**NEW USERS:** To set up your online account, enter the following information. Click **SUBMIT**.

**NOTE:** You must have an email address or active payment method associated with your account in order to register to access your online account. If you do not have either of those you will need to call the Y for assistance at 309.797.3945.



**STEP 5**  
 Once logged into your account, click on **MY ACCOUNT**.



**STEP 6**  
 Your account information will appear along with your facility visits for the current and previous months.