

# PARENT HANDBOOK

2024 DAY CAMP  
BUEHLER YMCA



the power of **PLAY**



Dear Parents/Guardians:

Welcome to Summer Camp 2024 at the Buehler Y! Thank you for enrolling in the upcoming camp season at the Y. We're excited to have your family join our extended Y family, and hope your camper(s) enjoys the program as much as we enjoy running it!

Attached is the 2024 Summer Camp Handbook. Please make sure to read through this handbook as it provides relevant information for the summer camp programs.

All of the paperwork included in the *Participant Emergency Information Packet* is mandatory and must be submitted in full prior to your camper's first day at camp. Please be sure to write legibly when filling out the packet, as this information is vital to your camper's registration. If we cannot read the e-mail address, we cannot communicate effectively.

If you have any questions, comments, or suggestions about our summer camp programs, please do not hesitate to contact us or one of our leadership staff directly. We look forward to providing your child with a safe and fun summer!

Let's get excited to leave ordinary at the door; extraordinary is in store!

Sincerely,

*Liza Nicol*

Liza Nicol  
Youth Development Director



## SUMMER DAY CAMP LEADERSHIP

If at any time you have questions or concerns, please let us know and we will be happy to help. Please feel free to email us, or call our main telephone number, 847.359.2400, and ask for us by name. The following staff are here to assist you:

Liza Nicol | Youth Development Director | [lnicol@ymcachicago.org](mailto:lnicol@ymcachicago.org)

Elizabeth Washburn | Gymnastics & Sports Manager | [ewashburn@ymcachicago.org](mailto:ewashburn@ymcachicago.org)

Gabrielle Bye | Camp Coordinator | [gbye@ymcachicago.org](mailto:gbye@ymcachicago.org)

## CAMP LOCATION

1400 W. Northwest Highway, Palatine, IL 60067

Phone: 847.359.2400 | Fax: 847.359.5098

[buehlerymca.org](http://buehlerymca.org)

Camp hours of operation: 7 a.m. – 6 p.m.

## ACA ACCREDITED

The American Camp Association (ACA) is an organization with members in all 50 states that accredits all types of organized camps. Camps are accredited based on the administration, policies, and camp operation—particularly those related to program practices and quality along with health and safety of campers and staff. The standards establish guidelines for needed policies, procedures, and practices. The Buehler Y Day Camp staff is committed to providing a camp program that meets the highest standards established for the camping industry.





## YMCA DAY CAMP PHILOSOPHY & GOALS

### CHARACTER DEVELOPMENT

Character Development is challenging people to accept and demonstrate the Y's four core values—caring, honesty, respect, and responsibility. It is the foundation for the development of the important character traits that will remain with a child for their entire life. The Y camp mission statement puts it best: The Y provides trained leadership and the resources of the natural surroundings to help each camper achieve their fullest potential in terms of mental development, physical well-being, social growth, and spiritual awareness. Challenging people to accept and demonstrate positive values is more effective than treating problems because it deals with the roots and not just the results.

Y Day Camp is important to a child's development because:

- Campers grow personally. They are given the chance to experience new things and interact with other children on a daily basis.
- Campers learn new things. Whether it's playing a new game, practicing an existing skill, or developing their social skills, children leave our camp having learned something they can remember for a lifetime.
- Campers learn to appreciate diversity in each other. We live in a multicultural community and our camp reflects this. Children learn that each person is unique. They have fun, and respect each other regardless of race, religion, gender, or social status.
- Campers learn lifetime values. From the simplest of values and attitudes like sharing, sportsmanship, and giving respect to others, comes our basis for making more complex value decisions as they mature.
- Campers have fun! Without fun, the above reasons for children to attend our camp become harder to accomplish. Games, stories, hikes, field trips, swimming, sports, and crafts are all done with the children as the primary focus.

During our camps we will also emphasize the development of asset values. We will provide activities that introduce the eight (8) major types of assets: support, empowerment, boundaries and expectations, constructive use of time, commitment to learning, positive values, social competencies, and positive identity.

By planning activities that highlight the values and assets mentioned above, we will help campers focus their development and thinking. In enrolling your camper, you can contribute in significant ways to help them succeed, both now and in the future.



## WHAT TO BRING TO CAMP

### TO BRING

- Gym shoes (closed-toed)
- Backpack
- Water bottle (labeled/NO glass bottles)
- Non-perishable, **nut free**, sacked lunch & two **nut free** snacks
- Swimsuit & towel
- Lifejacket (U.S. Coast Guard approved) if required for swim level
- Sunscreen
- Bug repellent (optional)
- Comfortable clothing
- Values, morals, good listening skills, and a smile

### NOT TO BRING

- **Food items containing nuts**
- Sandals, flip-flops, or other open-toed shoes
- Money & valuables (unless specified; i.e. Teen Camp field trips)
- Any electronic devices (phones, tablets, smart watches, etc.)
- Trading cards of any kind
- Unnecessary toys/sports equipment
- Weapons, alcohol, and/or drugs
- Pets
- Inappropriate behavior, language, clothing, etc.

### LOST AND FOUND

We will have a lost and found area located in the main lobby; however, please label your camper's clothing and articles. Towels, sweatshirts, jackets, swim goggles, and water bottles are some of the most common lost items. All items remaining at the end of the summer will be disposed of or donated.



## SUMMER DAY CAMP SESSIONS

Our Summer Day Camp runs on weekly sessions for all camps.

Below you will find our available sessions:

Week 1: May 28-31

Week 2: June 3-7

Week 3: June 10-14

Week 4: June 17-21 (no camp on 6/19)

Week 5: June 24-28

Week 6: July 1-3 (no camp on 7/4 or 7/5)

Week 7: July 8-12

Week 8: July 15-19

Week 9: July 22-26

Week 10: July 29-August 2

Week 11: August 5-9

Week 12: August 12-16

Week 13: August 19-23

## REGISTRATION

Registration forms need to be completed with a \$30.00 non-refundable deposit per week per camper.

It is important that your information on the enrollment forms is current and accurate.

The following forms must be completed and returned to the Y prior to the camper's start of camp; your camper will not be able to attend the program until all paperwork is received and recorded.

- Registration form
- Participant Emergency Information Packet

Any changes to the emergency packet (phone numbers, addresses or authorized people who may pick up your camper, etc.) must be updated in person through camp leadership staff.

## FINANCIAL ASSISTANCE

This is available on a limited basis for families in need. Applications are available at the Concierge Desk during regular business hours or on our website.

We also accept Action for Children (AFC). If you would like assistance in applying for AFC, please contact Lamy Cristillo, [lcristillo@ymcachicago.org](mailto:lcristillo@ymcachicago.org) or (312) 545-1730.

All camp financial aid or AFC applications need to be submitted by April 15 to be considered for the 2024 camp season.

## PAYMENT INFORMATION

Camp slots will be held with a \$30 non-refundable deposit fee for each camper per weekly session at the time of registration. Deposits are applied toward the cost of each session.

- All campers must be registered and paid in full by the Wednesday prior to the week of camp they are attending. A \$15 late fee will be added for payments and registrations made after the Wednesday before the week of camp.



- Payments set-up on automatic deduction will follow the schedule below:

CAMP SESSIONS	DUE DATE	DRAFT DATE
May 28-31	May 22	May 15
June 3-7	May 29	June 1
June 10-14	June 5	June 1
June 17-21	June 12	June 15
June 24-28	June 19	June 15
July 1-3	June 26	July 1
July 8-12	July 3	July 1
July 15-19	July 10	July 15
July 22-26	July 17	July 15
July 29-Aug 2	July 24	July 15
Aug 5-9	July 31	August 1
Aug 12-16	August 7	August 1
Aug 19-23	August 14	August 15
Aug 26-30	August 21	August 15

- All campers must hold a valid youth or family Y membership to receive the member rate, and it must remain valid until September 1, 2024. If the membership is terminated prior to September 1, 2024 the non-member rate is due on all camps attended.

## REFUNDS AND CANCELLATIONS

- **Camp deposits for all camps are non-refundable.**
- **Camp deposits for all camps are non-transferable.**
- All specialty camps have a deposit, to be paid like traditional camps.
- All cancellations must be in writing 14 business days prior to the start of registered camp week and will be issued as a voucher for use toward other Y fees. The deposit will be forfeited.
- All cancellations made less than 14 business days prior to the start of registered camp week will be non-refundable and non-transferable.
- In the event the YMCA cancels a camp week, all money paid, including the deposit will be refunded.

Childcare vouchers on the account will be applied to unpaid camp balances.



The refund/payment policies stated above are strictly enforced to allow completion of camp preparations ranging from staff hiring, camper groupings, supply purchasing, and informational mailings. Your understanding and cooperation is greatly appreciated.

## BEFORE & AFTER CARE

Extended care is available for campers enrolled in our full-day school age camps. Campers can arrive as early as 7 a.m. and stay as late as 6 p.m. for no additional charge.

Before and after extended care drop-off and pick-up is at the far north end of the Buehler Y parking lot. Pick-up and drop-off procedures listed will be strictly enforced.

Campers will have a variety of activities to choose from and will be supervised by Y staff. Activities will include board games, art and crafts, group games, and outside play area.

## CAMP PICK UP & DROP OFF PROCEDURES

Parents/guardians are required to sign their campers in and out of camp.

All drop-offs and pick-ups take place via car line at the far north end of the Buehler Y parking lot. The morning drop-off window is 7-9 a.m., and the afternoon pick-up window is 4-6 p.m. We utilize curbside drop-off where you can stay in your vehicle, sign your camper(s) in, and let them out to camp. In the afternoons, you will need to show an ID.

Curbside drop off and pick up allows us to ensure that all campers are accounted for and being released to the correct party. Please do not approach the line by foot, as you will be asked to go back to your vehicle and enter the car line.

Our busiest times tend to be 8:30-9 a.m. and 4-4:30 p.m., so please plan accordingly. We ask for your patience during drop off and pick up so that we can ensure that campers are arriving and leaving safely.

After 9 a.m. and before 4 p.m. all drop-offs and pick-ups must be done at the Buehler Y front desk. If weather does not permit the campers to be outside, day camp will be moved inside (including sign-in & out).

**All campers must arrive prior to 9:00 a.m. on Wednesdays.** This allows us to make sure all campers are accounted for and leave on time for the field trip. Any campers who arrive after 9:00 a.m. will not be allowed to attend camp for the day. Refunds will not be given for late arrivals.

If someone other than the parent/guardian will be picking up your camper, that person must be listed on the camper's authorized pick up list (in the *Participant Emergency Information Packet*). Authorized





pick up contacts must be at least 18 years old. Your camper will not be released to anyone not on the list without your written consent, no exceptions. These procedures are strictly enforced; it is for your camper's protection.

## **CUSTODY & PARENTING TIME ARRANGEMENTS**

The obligation of Y staff is to ensure a safe and fun environment for your camper. We understand that participants come from a variety of different family structures and situations, and may result in various custodial arrangements. The Y does not make rules regarding or alter custody and/or parenting time agreements issued by an applicable Court of Law. The Y does not act as a mediation to these circumstances.

In the event that a court order is in place, the adult registering the participant ("Enrolling Adult") will designate who is authorized to pick up and drop off the participant via the Participant Emergency Packet. Enrolling adult(s) must provide a copy of any court-issued documents regarding the restriction of release of participants in our care. Adults are responsible for resolving any issues that may arise from the participant's enrollment in our programs. For consistency, any requests for program information must be included in a court order or subpoena.

## **LATE PICK-UP POLICY**

Due to our accreditation and because our staff have family and personal responsibilities after work, our program ends firmly at 6:00 p.m. After 6:00 p.m. late fees will be assessed as follows

6:00-6:10 p.m.	\$10 late fee per camper	6:21-6:30 p.m.	\$30 late fee per camper
6:11-6:00 p.m.	\$20 late fee per camper	6:31-6:40 p.m.	\$40 late fee per camper

After 6:40 p.m., with late fees continuing to occur in 10 minute increments, if unable to contact any responsible guardian, staff will contact emergency services.

The late fee charges will be required to be paid before your camper's next day of camp.

## **STAFF**

Our camp staff is selected on the basis of responsibility, ability to relate to children, and sensitivity to each camper's individual needs.

Our staff receives 40+ hours of training before your camper's summer begins as well throughout the summer by the Y Directors and Managers. Training includes but is not limited to CPR/AED, First Aid, Child Abuse Prevention, emergency procedures/risk management, behavior management, discipline policy, character development, program curriculum, lesson planning, pool procedures, field trip procedures, transportation, customer service, and parent communication. All staff are trained mandated reporters.



Our professionally trained and enthusiastic staff is the key ingredient to a positive camping experience here at the Buehler Y.

Please note: Y camp staff is not permitted to babysit for families involved in our Y programs while they are employees of the YMCA.

## **CAMPER TO STAFF RATIOS**

We follow camper to staff ratios based on the standards of the ACA, which are as follows:

Age (years)	Counselors to Campers
4-5	1:6
6-8	1:8
9-16	1:10

## **HEALTH**

### **HEALTH CHECK**

Your camper's health status will be checked informally each day. If there are any sign of illness, rash, high temperature, diarrhea, infection, or any contagious disease, etc. the parent enrolling adult or an authorized person will be called and required to pick up the camper within one hour.

If a camper has head lice, their hair needs to be shampooed according to the directions given by a licensed medical professional. Staff will inspect the camper's head before they are allowed to return to the program. If any nits appear, the camper must be picked up immediately.

### **ILLNESS**

If a camper has not been feeling well for a continued period of time, the enrolling adult or authorized contact will be notified. The Y is not licensed to provide care for sick children. Therefore, an authorized person or emergency contact must come as soon as possible. Any camper absent from the program due to a serious or contagious illness must notify the Y and have a doctor's note to return.

### **CHRONIC HEALTH CONDITION**

Any chronic health condition must be documented by a licensed medical professional on the Participant Emergency Information Packet. You will also need to meet with a camp leadership staff to review necessary information.

### **ALLERGIES**

It is your responsibility to document on the Participant Emergency Information Packet if your camper has any allergies, along with your camper's possible reaction(s) should they come in contact with the allergen. (See medication section for more information).



## MEDICATIONS

If medication must be taken during camp hours, you will need to indicate that on the *Participant Emergency Information Packet* and complete the *Permission to Dispense Medication form* and/or *Severe Allergy and Anaphylaxis Plan*.

Inhalers & Epi-Pens: These must be given to a camp leadership staff to be kept with the camp staff; any inhaler or Epi-Pen **must be in the original container that has the doctor's prescription on it.** If the prescription label is not on the device/inhaler/etc., a note from the prescribing healthcare provider with the patient's name, dosage and instructions for use is required.

Storage: All medications are stored under lock or in a secure area away from children.

Dispensing: Only medications (prescription or over the counter) that are in their original container and are accompanied with specific written directions from a licensed medical professional are dispensed to children by authorized camp staff.

Medication Log: The Y uses a log for all medication dispensed.

## ACCIDENTS/INJURIES

For minor injuries, such as cuts, scrapes, bruises, and bug bites, staff will assist and oversee the camper while cleaning the affected area with soap and water immediately and then will cover with a bandage. If needed, an ice pack will be applied to the affected area. All minor injuries will be communicated to parents during camper pick up.

For serious injuries, or any incident where there may be cause to question the severity of the injury (such as a bump on the head), the staff will contact camp leadership staff immediately. The camp leadership will contact the parents/guardians and, if deemed necessary, notify the Palatine Fire Department/Paramedics.



## BEHAVIOR POLICIES

### PARTICIPANT EXPECTATIONS

In our programs, our top priority is to provide a safe and enriching experience for all children. To do this, we must work together to develop the best plan for each individual child. To ensure this nurturing, culturally diverse, and safe environment, children are expected to be a part of groups ranging in ratio of 1:6, 1:8, or 1:10, depending on their age. If additional accommodation is needed, be sure to include such in your paperwork and/or notify a staff member. Our goal is to work together with both the child and family to address and accommodate any behavior concerns; however, if a child cannot display appropriate behavior, then additional actions will be taken.

#### Be Responsible:

Each child is responsible for helping create an environment that is comfortable and fun for all. Children should cheer one another on, have a positive mindset, try new things and use their imagination.

#### Be Respectful:

Each child is expected to treat everyone with respect. Children should be kind to staff, peers and property, invite others to play (being inclusive), adhere to staff directions and directives and use positive language.

#### Be Safe:

Each child is expected to help foster a safe environment physically, mentally and emotionally; if a child sees something, they should say something. Children should keep their hands and bodies to themselves, follow safety procedures, camp routines and transitions, remain in assigned areas, respect others' ideas during discussions, and respect personal space and people's requests.

### 4-STEP BEHAVIOR PROCESS

If a child repeatedly exhibits disruptive behavior as defined as verbal or physical conduct which may include, but is not limited to: behavior that requires constant attention from the staff, behavior that inflicts physical or emotional harm to self and others, and/or behavior that ignores or disobeys the program expectations for acceptable behavior, a behavior report will be completed and the following process will be followed:

- **Step 1** – YMCA staff will talk with children and their responsible adult(s) to acknowledge feelings, gather information and create a plan to repair any harm caused.
- **Step 2** – If disruptive behavior persists, responsible adults will be asked to come to the program as a partner to discuss the issues and assist in creating a Positive Behavior Support



**Plan.** YMCA staff will monitor behavior closely and provide regular feedback to the child and his/her parents.

- **Step 3** – If the disruptive behavior persists or the child does not follow the plan created and agreed upon, the child may be asked to take a break and/or suspended from the program by being picked up by an authorized person. At an agreed upon time, a discussion will be had to discuss any additional support that the child might need to be successful and the length of the child's suspension from the program.
- **Step 4** – If the prior interventions are not successful AND the child's disruptive behavior is impacting the physical or emotional safety of themselves, Y staff or other children an alternative placement will be discussed, and the child may be dismissed from the program for the remainder of the session.

Please note that some behaviors—such as any action that poses a direct threat or threatens the physical/emotional safety of the child or others—can result in IMMEDIATE SUSPENSION.

\*No refunds or credits will be given if a child is terminated from the program or picked up early due to unacceptable behavior.

## ADULT CODE OF CONDUCT

The Y requires adults of enrolled participants to act in a manner consistent with the Y values of caring, honesty, respect, and responsibility.

The Y's goal is to provide the most appropriate environment in which youth can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the staff, but also the responsibility of each and every adult involved in the program. Adults are required to act in a manner that fosters this environment.

- **Swearing/cursing:** No adult is permitted to curse or use inappropriate language in a Y program, whether in the presence of participants or not. This includes phone conversations and written communication with staff. Such language is considered offensive and will not be tolerated.
- **Threats:** Threats of any kind towards staff, participants, or other adults will not be tolerated.
- **Disruptive and Disrespectful Interactions:** While it is understood that parents will not always agree with the staff or the adults of other participants, it is expected that all disagreements be handled in a calm and respectful manner. Disruptive and disrespectful interactions are not an appropriate means by which to communicate and are prohibited.



- **Addressing Program Participants:** Adults are prohibited from addressing, for the purpose of correction or discipline, a participant that is not in their care while in program. No adult may physically or verbally punish another participant. If an adult should witness another participant behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, this should be directed to leadership staff.
- **Confidentiality:** It is unsuitable for a participant's adult to seek out another participant's adult to discuss inappropriate behavior of any participant. All behavior concerns should be brought to program leadership. The staff will address all behavior concerns in accordance with the Y's behavior management model. Although you may be curious about the outcome, staff are prohibited from discussing anything about another participant with you.
- **Safety:** Adults are required to act safely at all times. Please refer to the facility agreement outlined in the Participant Emergency Information Packet. Any adult acting unsafely on Y premises will be asked to leave.

Adults who violate the code of conduct may be asked not to return to the program. Participants can be removed from the program based on inappropriate behavior of their adult in the Y environment, at the discretion of the Camp Director and/or the Vice President of Out of School Time and Camp.

## DAILY CAMP INFORMATION

### ABSENCES

If your child is going to be absent, you do NOT need to report their absence. Refunds will not be given for missed camp days unless there is a serious illness and a doctor's note is provided (with the approval of the Camp Director).

### CAMPER DRESS

Please write the camper's name on articles that are brought/worn to camp. Socks and gym shoes are required. **No sandals, flip-flops, or open-toed shoes are allowed.** All children need to dress for the weather. On cool days, sweatshirts or jackets may be necessary. On hot days, shorts and light colored clothing are appropriate. Please have your camper wear clothes that can get dirty – this is Summer Camp after all!

Clothing of campers should not be inappropriate in any way. Inappropriate dress includes and is not limited to the following: shorts that are shorter than fingertip length; clothing promoting alcohol, drugs, tobacco products or are gang related; t-shirts that are sexually aggressive or explicit; clothing that does not appropriately cover the body (midriffs are not allowed to show, with the exception of swimming attire). Per the aforementioned 4-Step Behavior Process, disciplinary action may be taken



including but not limited to the child changing or the parent/guardian being called to pick up the camper.

Each child will be issued a camp t-shirt during their first week of camp. This shirt should be worn each Wednesday for the field trip. If your child comes to camp on a Wednesday without their camp shirt, they will be issued a new shirt and a \$5.00 charge will be added to your account.

### **CELL PHONES**

Cell phones may NOT be brought to camp. Any campers seen with cell phones will have them confiscated and returned to parents/guardians. If you need to contact your camper, you may call the youth development office phone number at 847-359-2400 and we will relay a message to your camper.

### **FIELD TRIPS**

All camps will participate in a weekly field trip on Wednesdays. We take trips to a variety of locations, which may include places like amusement parks, museums, arcades, farms, etc. There is no extra cost for field trips and campers should not bring money with them. There are rare instances when it is appropriate for teen campers to bring money for field trips. When this occurs, you will receive communication through Remind. Please note that campers are responsible for their money or other payment methods. Refunds are not given based on field trip changes.

A list of field trip locations will be made available prior to the start of the camp season. On Wednesdays, all campers must be dropped off prior to 9:00 a.m. and wear their camp t-shirt.

### **SPECIAL EVENTS**

Parents may be invited to certain events throughout the summer, such as Gymnastics Camp shows, or talent shows. You will be notified via the Remind app about these events. If you are attending an event and intend to bring your child home with you, you are still required to sign your camper out at the front desk before leaving.

Cookouts will be held occasionally throughout the summer. On these days, children will be provided with hotdogs or hamburgers. It is recommended that you still pack a light lunch or snacks for your child on these days. You will be notified ahead of time via Remind when these cookouts take place.

### **LUNCH & SNACKS**

Please send a **nut-free lunch** with your child every day. You should also send a morning and afternoon snack with them (we do not provide snacks at camp). If you do not provide lunch for your child, you will be called and asked to bring one. There is no refrigeration available. We suggest packing an ice pack for your child's lunch. We will have water coolers/drinking fountains available throughout the day to refill water bottles. It is very important that you send your child to camp with



a refillable water bottle. They will be engaging in high levels of activity throughout the day. All children and staff are required to wash their hands prior to lunch, snacks, or handling of food.

## **SCHEDULES**

Camp staff write weekly lesson plans prior to the sessions. Activities may vary from day to day including but not limited to: sports, character development, arts and crafts, games, skits, songs, teambuilding, swimming, and more.

## **SUNSCREEN**

Please apply sunscreen to your camper(s) before sending them to camp. We also suggest that you send sunscreen to camp with your child. Your child will have frequent opportunities to apply sunscreen throughout the day. Buehler Y camp staff will do our best to assist your child while they apply it to their skin. Spray sunscreen is recommended.

Hats/visors are always recommended for camp.

## **SWIMMING**

Children participating in our camp programs will enjoy and participate in recreational swimming at the Y. Every child is required to complete a swim test to check their swim level and whether they can swim in the deep end or must remain in the shallow end. Depending on the child's swimming ability, your child may be required to wear a life jacket (U.S. Coast Guard approved) while in the water (at the Y or on waterpark field trips).

Lifeguards are on duty whenever the pool is open. Camp counselors are in the water and on deck supervising and engaging with children. Lifeguards are trained in CPR/AED, First-Aid, lifeguarding, Child Abuse Prevention, and Blood Borne Pathogens.

Swimsuits: Campers are required to wear swimsuits. Males should wear a swimsuit with a lining. If inappropriate swimwear is worn at camp the child will not swim and will be asked to change or a parent/guardian may be called to pick up the child from camp or bring appropriate swimwear.

## **ABCs of Day Camp**

### **BABYSITTING:**

YMCA camp staff is not permitted to babysit for families involved in our YMCA programs while they are employees of the YMCA.

### **BULLYING**

Bullying is a form of youth violence and an adverse childhood experience (ACE). CDC defines bullying as any unwanted aggressive behavior(s) by another youth or group of youths, who are not siblings or current dating partners, that involves an observed or perceived power imbalance, and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm.





Common types of bullying include: Physical such as hitting, kicking, and tripping; Verbal including name-calling and teasing; Relational/social such as spreading rumors and leaving out of the group; Damage to property of the victim

Bullying can also occur through technology, which is called electronic bullying or cyberbullying. A young person can be a perpetrator, a victim, or both (also known as “bully/victim”).

At the Buehler Y, bullying is inexcusable, and we have a firm policy against all types of bullying. Each child is expected to treat all other children with respect and to help each other achieve the best possible experience. If a camper has difficulty meeting this expectation, parents may be called upon to assist. We work together as a team to ensure that children gain self-confidence, make new friends, and go home with great camp memories!

Unfortunately, people 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 staff and their groups so both children and staff will be comfortable alerting us to any problems during their camp experience. We can't manage an incident if we don't know about it. Every person has the right to expect 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 children and staff have a great summer at the Y.

## **DANGEROUS WEAPONS**

Campers who bring any item to camp designed to cause bodily harm or any item that is deemed potentially harmful will have it confiscated and the enrolling parents/guardians will be notified of such. Bringing such items to camp may result in children being sent home and/or suspended from camp. All types of dangerous items (including knives) must be kept off camp property. Items confiscated will only be returned upon request from the enrolling parents/guardians.

## **EMERGENCY & WEATHER PLANS**

Our program has emergency response plans in place that include evacuation, shelter in place, lock-out, and lock-down procedures. Staff is trained in these plans and we conduct periodic drills.

For all camps residing at the Buehler YMCA, the Fire Department will notify the camp of all-weather warnings issued by the U.S. Weather Service.

If necessary, the children will be brought inside of the Y where the campers will continue with activities. Whenever camps are off-site, there are pre-designated safety shelters.

## **FIGHTING**

The Y does not tolerate campers who harm other campers or counselors. This includes and is not limited to degrading, demeaning, threatening, or physically harming another child or staff person. Any child or group of children found to be harassing, making fun of or intimidating other children will be subject to disciplinary actions including being sent home or suspended from camp.



## **GANGS**

Campers will refrain from any gang related activity while at camp including:

- 1) Wearing, possessing, using, distributing, displaying, or selling any evidence of a membership or affiliation in a gang.
- 2) Committing any act or omission, using any verbal or non-verbal speech (gestures, handshakes, drawing pictures, etc.).

## **INCLUSION/DIVERSITY – AMERICANS WITH DISABILITIES ACT COMPLIANCE**

In accordance with the Americans with Disabilities Act, The YMCA of Metropolitan Chicago does not discriminate against persons with disabilities.

If your child has an IEP or a 504 plan during the school year, you may choose to be connected with our Inclusion Department. Doing so creates a partnership to determine and plan for support in order to promote the most successful summer experience for your camper. The Inclusion Department can be reached at [inclusion@ymcachicago.org](mailto:inclusion@ymcachicago.org).

## **INSURANCE**

The Buehler Y Summer Camp program does not provide accident insurance for your child. Insurance and payment of treatment is the responsibility of the parent/guardian.

## **NEWSLETTERS AND COMMUNICATION**

All camp communication and announcements will be sent out via the *REMIND app*. You can also message camp leadership through the app. It is each family's responsibility to sign up for the app.

Periodic emails may also be sent out by the camp leadership staff regarding updates and other necessary information. These will be sent to the email address associated with your Y account. If you need to reach camp staff immediately, please call the front desk at 847-359-2400.

## **OBSCENITY**

Obscene, profane, or vulgar language that is written, oral or expressed by symbols will not be tolerated. Being respectful of children and staff is expected. A violation of this policy will result in disciplinary action.

## **PHOTOGRAPHY**

Photographs and videos, which may include the camper, are sometimes taken to be used in Y internal and external marketing materials (social media, program brochures, flyers, newspaper articles about the center, etc.)

## **RELEASE OF PERSONAL INFORMATION POLICY**

It is the policy of the Y to not release any information about campers or their families without a signed release form. All medical and personal forms and information are the property of the Y and will remain on file after the camper leaves the program.



## **SEARCH OF PERSONAL PROPERTY**

Camp staff reserve the right to inspect a camper's property, with the aid of law enforcement officials, if the Camp staff deem the search is necessary to maintain the integrity of the Camp's environment or the protection of the group participants, staff, or other campers.

## **TRANSPORTATION**

Transportation to off-site field trips is either provided by approved bus vendors with safety compliance letters, or on buses driven by Y staff who have gone through a background check and applicable driver training.

Camp staff maintain staff to camper ratios when on buses and ensure safe behavior with campers when riding on buses. Campers are not permitted to stand, move about, or disrupt the bus environment to ensure safety of all passengers and the driver.

## **BUS RULES**

1. All passengers must wear a securely fastened seat belt if available.
2. Children must be seated and facing forward at all times.
3. No food or drinks are to be consumed on the bus/van.
4. Children must keep their hands and feet to themselves and inside the bus at all times.
5. Destruction of seats or any other property on the bus is not allowed.
6. No yelling, screaming, or distracting the bus driver.
7. No throwing objects inside the bus, or out of the bus windows.
8. Staff will be dispersed throughout the bus for maximum supervision.

## **VANDALISM**

Campers involved in vandalism or malicious mischief against camp property, other children or staff members will be disciplined accordingly. Payment to repair any damage accrued as a result of the vandalism is the responsibility of the camper's parent/guardian. Violation of this policy may result in the camper being suspended from camp.

## **VENDING MACHINES**

Campers are not allowed to use the vending machines during camp hours.

## **YMCA'S COMMITMENT TO SAFETY**

We're committed to an environment where open, honest communication is the expectation, not the exception. We count on our members, employees, and volunteers to let us know if they become aware of any criminal conduct or violations of our Code of Conduct by contacting camp leadership staff.

In situations where you would prefer to anonymously make a report, you are encouraged to use this helpline, which is hosted by an outside provider, EthicsPoint. Concerns about child safety, violations of policy, illegal activity, requests for guidance regarding policies, as well as positive suggestions and stories may be reported to the helpline anonymously.

EthicsPoint Hotline: 855.249.5700. Learn more at [ymcahicago.org/report](http://ymcahicago.org/report)