

Clinton Community YMCA CAMP OSAGE PARENT'S MANUAL

417 S. Alexander St. * Clinton, IL 61727 * (217) 935-8307

Visit our website: www.ClintonCommYMCA.org

Visit our facebook page: www.facebook.com/campOsagedayCamp

Coordinator Contact Information

Names	Phone Number	Email
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Mission statement: To put Christian Principles into practice through programs that build a healthy Spirit, Mind, and Body for all.

CAMP OSAGE DAILY CHECKLIST

- Lunch & 2 snacks
- Good attitude
- Appropriate clothing
- Bug spray
- Sun screen
- Comfortable shoes
- Extra shirt/shorts
- Swimsuit
- Towel

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FORMS TO BE RETURNED: Camp registration (including medication form & pick-up authorization) and Camp Osage Discipline Strategies and Procedures

PLEASE READ ENTIRE PACKET.

SAVE THIS GUIDE TO USE AS A REFERENCE THROUGHOUT CAMP.



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Dear Parents,

We would like to welcome you to another fantastic summer of Camp Osage! If this is your first time with us for camp, we're glad you're here! Your child is going to have an amazing summer filled with all sorts of fun! This summer we want to stay true to what it means to be a Camp Osage camper by representing and exercising the YMCA values: CARING, HONESTY, RESPECT, & RESPONSIBILITY.

Though we are bringing back many old activities that once made camp thrive, we are also keeping some of the newer aspects of camp from last summer. Also, like past summers, the newsletters and schedules will be handed out for the following week at pickup on Friday. This will keep you informed on field trips and activities Camp Osage is participating in.

We have an amazing group of staff lined up to work this summer. Each is committed to your children, and to making this summer even better than the last. Some staff are returning counselors, while others are completely new to camp this summer. Our new staff has been working hard and is very eager to get the summer started and help make lasting memories for all.

Lukah is entering her 5th year of Camp Osage, 4th as coordinator. She has really enjoyed building relationships with the kids of the YMCA over the past 5 years and looks forward to each summer season. When camp is not in season, Lukah is a special education teacher and works at the YMCA front desk.

Melinda is entering her first year of Camp Osage as assistant coordinator. She looks forward to meeting all the campers and creating memories with them. When camp is not in season, Melinda is the youth and adult sports and programs director and fitness instructor at the YMCA.

On behalf of us and the rest of camp staff, we are truly excited to see what this summer has in store. We hope that you and your child feel the same! Get your bug spray packed, find some old clothes that can get dirty, warm up your singing voices, stretch your muscles, and get ready for a summer to be remembered!

Lukah Case & Melinda Akers, Camp Osage Coordinators

CAMP OSAGE PHILOSOPHY - The philosophy of Camp Osage is to instill the greatest personal growth in the life of each individual who participates in the program. By promoting spiritual, mental, and physical challenges, we encourage the development of each individual's self-confidence and self-worth.

CHARACTER DEVELOPMENT - The Camp Osage Staff has joined with YMCAs around the world in our emphasis on Character Development. The initiative is a re-commitment that Camp Osage will promote the following core values- CARING, HONESTY, RESPECT, & RESPONSIBILITY. Our staff is trained how to teach and encourage these specific values in their work with children.

CAMP OSAGE GOALS - Our camp goals are:

- To provide children with new and progressive opportunities and activities that are physically and mentally challenging.
- To encourage children to develop skills that will allow them to build positive relationships with peers.
- To give children positive relationships with an adult role model.
- To provide opportunities to accept responsibility, develop leadership skills and a good self-image, and give service to others.
- To help youth appreciate and respect the earth and understand their responsibility for the stewardship of our global community.

CAMP RULES - All campers will be expected to follow these 3 camp rules:

- Be Responsible
 - Being responsible at camp may look like: being quiet in common places of the YMCA and other venues, keeping track of belongings from home, and making responsible choices during free-time.
- Be Safe
 - Being safe at camp may look like: staying with the group, keeping hands, feet, and other objects to themselves, and using safe and appropriate language among campers and staff.
- Be Respectful
 - Being respectful at camp may look like: using materials for their intended purpose, using respectful language towards peers and staff, respecting materials and spaces, following directions the first time, and listening to others.

PARENTS TO DO LIST:

- Go to the YMCA courtesy desk to pick up a registration form for Camp Osage. Consent and medical forms are on the registration form and both of these forms need to be filled out.
- Complete the Discipline Strategies and Procedures Form
- Complete Pick-up Authorization Form
- Complete Financial Assistance if eligible
- Read the Parent Manual thoroughly
- Help us stock up our Bug Spray & Sunscreen!
- Be on the lookout for a parent information video posted to our Camp Osage Facebook page!

GENERAL INFORMATION & POLICIES

CAMP HOURS - Camp Osage runs from 8:00-4:00 P.M. To serve the needs of working parents we are offering extended hours again this summer. **Pre care** begins at 7:00 am & **post-care** hours are 4:00 P.M. - 6:00 P.M. Children cannot be dropped off before 7:00 A.M. **There will be a \$5.00 charge for every 5 minutes your child is not picked up after 6:00 P.M.**

CAMP LOCATION – Camp starts at the Clinton Community YMCA at 7:00 A.M. with pre-care. Around 9:00 A.M., we will gather together and go to our designated site for the day. A schedule of the week will be posted on the door of the South Entrance (near the bus). This will help you know our location(s) for the day.

ARRIVAL PROCEDURES – We will still offer a convenient curbside drop-off service that allows you to pull right up to the south door (by the bus) in the upper (south) parking lot and sign your child(ren) in with our staff. Drop-off is between 7:00-9:00 A.M. However, if your child's name is not on the camp roster, you will need to go inside to the front desk to ensure that your registration is complete. **Parents must escort children arriving after 9:00 A.M. to the site listed on the schedule for the day.**

DEPARTURE PROCEDURES - If you wish to pick up your child before 4:00 P.M., you must leave a note with the front desk staff or one of the camp counselors to make arrangements.

*Only persons authorized in writing, by the parents, may pick up a child. This is for the child's protection. Staff will check for a picture I.D. and written authorization on all persons unfamiliar to them. Anyone without proper authorization will not be allowed to take a child from the site. Parents will be called immediately if this occurs. To pick up your child, please park in the YMCA south lot near the bus. If we are not in the yard, look for a sign telling you to come into the Community or Gym Room at the YMCA to sign your child out.

PAYMENT – If you need financial assistance, please see the courtesy desk for the options available.

Regular fees are as follows:

YMCA Member - \$38.00/day or \$190.00/week

Nonmembers - \$54.00/day or \$270.00/week

There will be a 10% discount for 2nd child (and 3rd, 4th, 5th...) Only one type of discount applied per family.

* If you need help paying for child care, you may qualify for the State of Illinois Child Care Assistance Program (CCAP). Information and forms can be found at <https://www.ccrn.com/>

LICENSE EXEMPT STATUS:

The Clinton Community YMCA's Camp Osage program is not licensed or regulated by the State of Illinois Department of Children and Family Services.

ABSENTEEISM – **There will be no refunds or credits given if paying ahead for field trips.** However, we appreciate you letting the front desk/camp staff know if your child will not be coming.

MEDICINE POLICY - If your child requires medication, it is vital that you complete the medication form provided on the back of the registration form. All medications must be given directly to the camp staff in the ORIGINAL PRESCRIPTION CONTAINER. Medicines are kept in a locked box during camp.

ILLNESS - Children should not be sent to camp if they have any of the following symptoms 24 hours prior to arrival. Children must be symptom free without medication for 24 hours before returning to camp. A child who is unable to participate in activities (due to an injury) should not be sent to camp.

- **FEVER:** if over 100 degrees or accompanied by other symptoms such as vomiting, diarrhea, etc.
- **RESPIRATORY PROBLEMS:** Severe congestion or unexplained wheezing.
- **VOMITING AND/OR DIARRHEA:** which occurs more than once or is accompanied by other flu-like symptoms.
- **RASH:** if the cause of the rash is unknown or if the rash is not being treated, or if rash is known to be contagious.
- **CHICKEN POX:** or other communicative diseases.
- **HEAD LICE:** must have approval from Health Department (free of charge) if child has missed camp due to head lice. Random checks may be done at the discretion of Camp Staff for your camper's safety.

If a child becomes ill at camp, the camp staff will call the parent of the child based on contact information listed on the registration sheet and/or health history form. A child who is vomiting will not be kept at camp for any reason.

INJURIES - If your camper is injured during camp, the staff will take whatever steps necessary to obtain emergency medical care. These steps may include, but are not limited to the following:

- Attempts to contact parent or guardian.
- Attempts to contact any person listed as emergency contacts.
- Contact of ambulance or paramedic.
- Transportation of the camper to the nearest emergency room in the company of a counselor.

ITEMS FROM HOME - All games, iPods, electronic toys, etc., should be left at home. Keeping the YMCA's mission in mind, counselors will put away any items which are brought to camp and deemed inappropriate for use in the camp program. **Cell phones are not permitted at camp.** If guardians need to communicate with their camper, please contact the YMCA first and staff will be notified.

CLOTHING - Children should wear comfortable, appropriate clothing. Shorts, jeans, sweat pants, T-shirts, sweatshirts, raincoat or jacket if weather dictates. **We do go outside in the rain. Please bring extra clothing every day.** Shoes should be sturdy and comfortable for walking. **Please do not allow your child to wear flimsy sandals or "flip-flops" to camp.** Tennis shoes or sport sandals are recommended. Your camper must be in shoes with a heel strap on the back. If your camper comes to camp wearing inappropriate footwear, parents or guardians will be called to bring other shoes.

LOST & FOUND - The YMCA is not responsible for lost articles. Please do not allow your child to bring valuable or treasured items to camp. Any money brought to camp is the responsibility of the child. A Lost & Found area will be maintained. **Please place your child's first and last name on all personal items.** The lost & found table will be located in the Community Room. Lost & found items will be donated to a thrift store at the end of every month.

RAINY DAYS - Camp goes on rain or shine. Campers will be expected to participate in activities regardless of weather so please dress accordingly. In case of severe weather warnings, campers will return to the YMCA. The Courtesy Desk at the Clinton Community YMCA will be notified of any changes in schedule. You may reach the Courtesy Desk at 217-935-8307.

SAFETY - The health and safety of each camper is a prime concern. Counselors are trained in safety, First Aid and CPR. Our counselors place an emphasis on preventative safety and supervise activities closely. The Clinton Community YMCA is a "No Firearm" facility and firearms are strictly prohibited on the premises.

****Staff Background Check:**

The facilities in which Camp Osage uses complies with the background check and clearance procedures through Illinois Department of Human Services CCAP currently available for license exempt CCAP providers. The YMCA does not hire any staff or volunteer who does not receive a clearance following the IDHS background check.

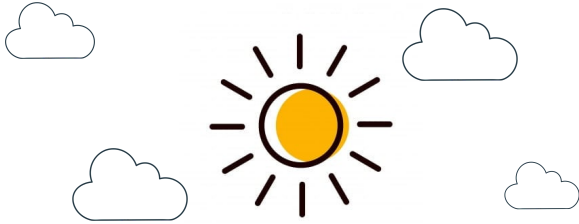
LUNCH & SNACK – You will need to supply a sack lunch for your camper **EVERY** day. If a lunch is not supplied, staff will call and work with you to arrange a plan for their lunch for the day. We will periodically be "cooking" some snacks with the campers; these times will be clearly labeled on the schedule. Along with lunch, please pack healthy snacks and plenty of fluids. Two snack times are built into the daily schedule, parents are responsible for packing both a morning and afternoon snack. Parent's may add a credit to their child's account at the front desk for them to charge snacks from concessions, but we can also just charge the card they have on file. There is a \$5.00 limit on snack charges per day. Soft drinks (pop/soda) are not permitted at Camp Osage; water or sports drinks are best to drink. **A refillable water bottle must be brought daily!** Campers will not have access to a refrigerator. Please pack non-perishable items in a lunchbox with ice packs. All lunch boxes must have your camper's name on it.

BUG REPELLANT AND SUN SCREEN - We request that parents donate two containers of bug repellant (aerosol spray) and sunscreen (spf 50 or more) the first week their child attends camp. This will be stored and used daily throughout the summer. The permission line on the consent form must be signed allowing counselors to administer sunscreen and bug spray. Let us know if your camper has special allergies to any sunscreens or bug sprays. We believe there is no such thing as too much sunscreen!

JR HIGH CAMPERS/LEADERS IN TRAINING –

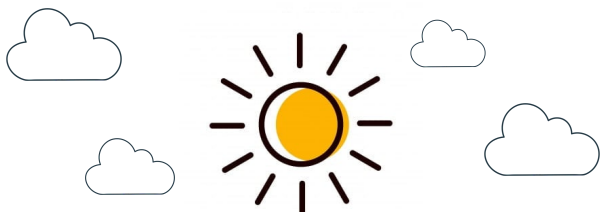
The Y Mission statement is to put Christian principles into practice through programming that builds spirit, mind, and body. The Leaders in Training have a similar mission statement. The LIT program is to **EXPOSE** young teens of the value of leadership, **EQUIP** them to lead with Christian principles, and let them **EXPERIENCE** leadership through active roles at camp. The L.I.T.'s will enjoy fun bonding experiences with other young teens through games and activities. They will have the opportunities to learn about leadership and meet leaders in their own community. The goals for the L.I.T. Campers are to: **discover** the basics of leadership, **grow** in the understanding of the 5 Y character values and how they apply to leadership and to **lead** by putting leadership skills into action

KEEP THIS SCHEDULE FOR REFERENCE ALL SUMMER!



Camp Osage Schedule	
Week 1	May 28 – May 31 **There will be NO CAMP on Monday, May 27th.
Week 2	June 3 – June 7
Week 3	June 10 – June 14
Week 4	June 17 – June 21
Week 5	June 24 – June 28
Week 6	July 1 – July 5 **There will be NO CAMP on Thursday, July 4th.
Week 7	July 8 – July 12
Week 8	July 15 – July 19
Week 9	July 22 – July 26
Week 10	July 29 – August 2
Week 11	August 5 – August 9
Week 12	August 12 – August 16

Only children who are registered and paid will be allowed to participate in camp.



-----CAMP ACTIVITIES-----

GAMES, SONGS, AND OTHER COOL CAMP STUFF - This is the heart and soul of camp. Games that encourage teamwork, songs to brighten the day, and a general feeling of "WOW, this is FUN!!" We will return your child to you at the end of the day dirty, tired and hungry! Your job will be to clean 'em up, feed 'em, and put 'em to bed! One more thing...please listen to the stories your child will want to share with you! Camp is where memories are made, after all!

SWIMMING - We will swim on scheduled days at the YMCA and during other times at outdoor pools. Swim lessons will no longer be provided at camp, however we will still work on improving your child's swimming skills during open swim. **Campers should bring swimsuits and towels every day.** Goggles are not provided, so campers will need to bring their own.

FIELD TRIPS & SPECIAL EVENTS - Special activities and trips are planned each week. Registration in the Camp Osage program will automatically grant permission for attendance on field trips, however, this permission can be revoked due to unsafe behavior. Weekly schedules will be provided to inform families of upcoming activities and any additional fees. Parents may be asked to cover cost of field trips. If you need assistance, let us know. Please see weekly newsletters for more information concerning field trips and events. Campers can also bring concession money for **some** of the field trips, we are limiting this to \$5. Information for field trip requirements can be found in the discipline handbook.

ARTS, CRAFTS, COOKING, MUSIC, & READING - These activities will be included several times each week. They will include small group work as well as whole camp projects.

DISCIPLINE PROCEDURES

When a camper does not follow the behavior guidelines, we will take the following action steps as behavior problems progress.

1. Staff will redirect the camper to more appropriate behavior.
2. If inappropriate behavior continues, the camper will be reminded of behavior guidelines and camp rules, and camp staff will decide on action steps to correct his/her behavior.
3. If inappropriate behavior continues, as a final action step the camper may be placed on a behavior management system or dismissed from camp. Single day(s), week(s), or full summer dismissals can be applied.

Examples of unacceptable behavior might include: stealing or damaging property, use of profanities, refusal to follow camp rules, leaving a program without permission, bullying peers/staff members, etc.

PARENT'S FINANCIAL AGREEMENT

1. All YMCA accounts must be up to date and any balances must be paid in advance before your child can register/attend Camp Osage.
2. **All** payments will be processed between the Saturday after your child attends Camp Osage and Tuesday afternoon the following week.
 - a. (Example: If your child attends camp the week of May 28th-May 31st, your account will be billed anytime between June 1st-4th.) We will no longer be able to provide specific payment dates for individual accounts.
3. If an account falls behind more than 2 weeks, the child must wait to attend Camp Osage until the account is current.
4. All CCRN payments will be ran the first full week of the month. If the month ends during the middle of the week, we will wait until the following week to run the payments after we receive rosters with attendance.

Any participant requiring financial assistance must pay full price until there has been a written notice provided by the state; or a scholarship form has been approved by the YMCA.

Parents will be required to have a card on file and payments will be auto-deducted (unless special circumstances apply). Staff will not accept cash. Children will **not** be allowed to attend Camp Osage without payment.

The YMCA will actively pursue receipt of any balance left unpaid after a child's withdrawal from the program. In the event an account is past due, it may be turned over to a collection agency. If an account is not paid in full and this account is turned over to a collection agency and/or attorney, then parent/guardian will be responsible for fees necessary for the collection of the delinquent account including, but not limited to, collection agency fees of 50% of the balance due and costs of attorney's fee of 33% of the balance.

Parent/guardian is responsible to pay all activity fees for special field trips **before** the trip. A notice will be posted in advance of trips. Parents/guardians can contact the front desk to register their camper for upcoming trips. Camper may not be able to attend the field trip if activity fees are not paid. There are no refunds for absences after a trip fee has been paid.

There will be a \$5.00 charge for every 5 minutes a child is not picked up by 6:00 p.m. (the close of camp).

