

QUINCY FAMILY YMCA SUMMER CAMP

PARENT AND CAREGIVER MANUAL A-Z

A

Ages: Our camp serves children entering 1st through 8th grade for Fall 2026.

Arrival & Dismissal Procedures: Parents and Caregivers are required to come into the YMCA to sign their camper(s) in upon arrival and out upon pick up. The only people allowed to sign out a child are those listed on the camper's authorized pick-up list through the online registration. Any additions or changes to adults on the pickup list must be submitted in writing through an email to the Youth & Family Director (brookee@quincymca.net). Anyone picking up a child must be prepared to show a photo ID if requested by staff.

Attendance: If your camper will be absent, please notify the Youth & Family Director (brookee@quincymca.net) before 9:00am.

B

Behavior: Our top priority is to provide a safe and enriching experience for all children. Please read and sign the Behavior Management Policy that is included in the online registration and the Youth Behavior Contract provided in the registration confirmation email.

Billing: The YMCA Childcare Programs operate on an Automatic Bill Pay System. The fees for each week will be withdrawn on Monday morning before business hours. Please see the Bill Pay FAQ page for more information.

Backpacks: Campers should bring a backpack to camp each day with the following items clearly labeled: tennis shoes, an extra set of clothes, a jacket or sweatshirt, and a refillable water bottle. Every Thursday, please provide a swimsuit, other swimming necessities, a towel, and an extra set of clothes. If you have multiple children attending summer camp, each camper needs their own backpack with their own required supplies.

C

Camp Contact: Brooke Ernst, Youth & Family Director (217-222-9622 x221 | brookee@quincymca.net)

Clothing: Your child should come dressed comfortably for a day of camp. YMCA camper t-shirts must be worn on Thursdays to ensure the safety of our campers when we travel. Please anticipate that these clothes will get dirty during the day. It is recommended to pack an extra set of clothes in your camper's backpack each day. Campers should wear sneakers or tennis shoes as we will be running and playing outside and in the gym. Flip flops and sandals are NOT allowed. Depending on the weather, a rain poncho or jacket may also be appropriate. Please be sure that all camper clothing is clearly labeled.

As mentioned above, campers should pack an extra set of clothes each day. There are days when campers (and even counselors) could benefit from a change of clothes! Although we do experience changes most frequently with our younger campers, everyone should pack a change of clothes.

Communication: Important updates will be sent through email. Please ensure the email on your registration is correct. Urgent updates may also be communicated by text. Weekly schedules and reminders will be shared prior to each camp week.

Cost: The cost for Summer Camp is as follows:

Member Full Time (3 – 5 days): \$150 per week per child

Member Part Time (1 – 2 days): \$130 per week per child

Non-Member Full Time (3 – 5 days): \$200 per week per child

Non-Member Part Time (1 – 2 days): \$165 per week per child

Counselors: We have hired a staff full of amazing character builders who are beyond excited to spend their days influencing the lives of our campers!

D

Daily Schedule: Each day will begin with a morning meeting. From there, campers will spend the morning building relationships with their peers and doing different themed activities such as crafts, games, STEM, sports, art, and team-building. We will also have special guests at camp to share their time and talents with our kids! In the middle of the day, campers will enjoy lunch. Our schedule is designed to keep kids engaged, learning, building self-confidence, and having fun!

E

Early Pick-Up: If your child needs to leave camp early, please contact the Youth & Family Director by email (brookee@quincyyymca.net). For safety, parents must come inside the YMCA to sign campers out. Early pick-up during field trips needs to be coordinated with the Youth & Family Director at least 24-48 hours in advance.

Emergencies: In case of an emergency, every effort will be made to reach you or the contacts listed on your camper registration. If no one can be reached, we will take the necessary actions for the health of your child. Should there be any changes in the emergency contact phone numbers, please notify us immediately. In the event of an emergency such as fire, tornado, or earthquake, we will follow all mandated procedures as rehearsed by campers and staff.

F

First Aid: All Staff are First Aid and CPR certified. We have several First Aid kits easily accessible throughout the YMCA.

Field Trips: Campers and staff will participate in scheduled field trips outside of the YMCA building throughout the summer. Campers are expected to be on their best behavior and a positive representation of our YMCA and community when we travel. Please make sure that you are getting your camper to the Y in enough time for them to prepare for the trip with their group.

G

Groups: Campers will be grouped by grade level to ensure developmentally appropriate activities and supervision. Group assignments will be communicated during the first week of camp.

H

Hours: Our camp day begins at 7:30am and ends at 5:30pm.

I

Illness: Children who exhibit any symptoms of infectious illness in a 24-hour period are likely to be contagious and should remain at home. Examples of these symptoms include, nausea or vomiting, diarrhea, sore throat with fever, fever, hacking or continuous severe coughing, difficulty breathing, runny nose, eye or ear discharge, body rash with fever, loss of voice, bloody stool, unusually dark urine, stiff neck, yellow skin or eyes, exposed and open skin lesions, lice or nits. Campers must be symptom-free for at least 24 hours without medication before returning to camp.

J

Jewelry (and other valuables): It is not recommended to send any valuables with your camper. The YMCA is not responsible for any lost or stolen items. We do provide a lost and found area. After 2 weeks, lost and found items are donated to charity. We are not financially responsible for children's losses, but will make every effort to help locate a lost item.

K

Kids: That's what we're here for! It is our mission to provide our youth with a positive and meaningful experience at the YMCA!

Kindness: Above all, kindness is the expectation for our campers, staff, and parents. Kindness goes a long way in camp and in life.

L

Lunch: Lunch is not provided. Campers will eat lunch at Baldwin School on days when the school is open. Please send your child with a ready-to-eat packed lunch (no heating or refrigeration required) and a daily snack.

Late Arrival: Campers must arrive by **11:30am** to attend afternoon field trips. Campers arriving after this time will not be able to attend camp for the remainder of the day.

For safety and supervision purposes, drop-off at field trip locations is **not permitted** unless prior approval is given by the Youth & Family Director. Approved exceptions must be arranged in advance, and parents must coordinate directly with staff to ensure a safe and confirmed handoff.

Late Pick-Up Fee: In fairness to our staff, it is important that your child be picked up on time. A late fee will be charged for each child not picked up by 5:30pm. For every 5 minutes past 5:30 pm, a \$5.00 fee will be applied. This fee will be added to the next automatic weekly withdrawal.

Library: Quincy Public Mobile Library will be visiting the YMCA throughout the summer. Please sign the permission waiver included in your registration confirmation email for your child to participate.

Lice: In any situation where children gather, it is possible for the spread of lice. We will do our best to minimize this risk by encouraging students to keep their personal items to themselves. In the event that we find lice or nits, the student's parent will be immediately notified. The student will need to be picked up and will not be able to return without a note from the Health Department stating that they are lice-free. In the event that the Adams County Health Department is called to check all students for lice, parents will be notified.

M

Medication: If medication must be administered to your child, please indicate as such on the "Authorization to Administer Medication Form" through the camp registration confirmation email or on the website. Please bring the medication directly to the Youth & Family Director at the beginning of each week. All medication must be in its original container and clearly labeled with the child's name.

N

News: To stay up-to-date on Summer Camp announcements, please be sure to provide at least one valid email address in the camper online registration! We will be emailing digital Summer Camp updates throughout each week!

Not To Bring: Campers should not bring electronics, toys from home, trading cards, or other valuables. The YMCA is not responsible for lost, stolen, or damaged items.

O

Opportunity: Thank you for providing us with the opportunity to get to know your child. We take this responsibility very seriously and strive for excellence in our youth serving programs.

Outside: The best part of Summer Camp is spending our days outside! We will make our best effort to spend the majority of our time outside, while taking into consideration inclement weather and extreme heat. Please be sure that your child is sent to camp with a water bottle and sunscreen each day.

P

Policies: Please understand that YMCA staff and volunteers are not allowed to transport children at any time outside of the YMCA program. Staff members are also NOT allowed to babysit children in our program unless there is a pre-existing relationship. This is for the safety of our campers and staff.

State law mandates that the YMCA report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

In cases of separated or divorced parents where visitation rights are denied to one parent, we cannot deny releasing the child to said parent unless a court decree or separation document is in our file expressly forbidding said parent from picking up the child from our camp. The court decree must also be specific to the rights of visitation on YMCA property during camp hours. The court document must specify in writing that visitation is permitted by the non-custodial parent. Otherwise, visitation will not be permitted. Firearms are not permitted on YMCA premises. This facility and program are not licensed or regulated by DCFS.

Q

Questions: If at any point you would like additional information or have any questions, comments, or concerns, please contact Brooke Ernst at brookee@quincymca.net.

R

Ratios: It is YMCA policy that we adhere to strict staff-to-student ratios to ensure quality programming and student safety.

S

Schedule: Field trips and offsite activities will vary by week. While we aim to maintain a consistent daily structure, specific activities and locations may change. Campers will walk as a group to Baldwin School each day for lunch and playground time. Staff supervise campers at all times and conduct regular headcounts throughout transitions.

Please note: Schedule may be adjusted due to weather conditions.

Here is a **sample daily schedule**:

Time	Activity
7:30-8:30am	Drop Off/Check-In/Free Play
8:30-9:00am	Morning Announcements/Break Up Into Groups
9:00-10:45am	Onsite Morning Rotations
10:45-11:00am	Get Ready for Lunch/Walk to Baldwin (if open)
11:00-12:00pm	Lunch at Baldwin (if closed, have lunch onsite)
12:00-12:30pm	Play at Baldwin Playground/Get Ready for Field Trip
12:30-1:00pm	Get Ready for Field Trip/Load Up Buses
1:00-4:00pm	Offsite Activity/Field Trip
4:00-4:30pm	Snack Time (camper provided)
4:30-5:30pm	Free Play/Pick-Up

Late arrival cut-off times are set earlier than departure to allow for transitions, lunch, and group preparation.

Snack: Afternoon snack will be held around 4:00pm each day. Please provide a 'nut-free' snack for your child each day. If you are willing and able to send in individually wrapped 'nut-free' snacks to help stock our snack stash, we would greatly appreciate it!

Social Media: Follow the Quincy Family YMCA on Facebook and Instagram to stay up to date on Y events and activities!

Sunscreen: Sunscreen is EXTREMELY important at camp! The last thing any camper, parent, or staff member wants is someone to get burnt! By enrolling in camp, parents acknowledge that sunscreen may be applied by campers independently, with staff supervision as needed. The Y has purchased several bottles, but as you can imagine, we go through them pretty quickly. We appreciate all spray sunscreen donations to help keep our kids safe throughout the summer!

Swimming: This year, we will be swimming every Thursday afternoon at Jackson-Lincoln Pool. Campers should wear a clean swimsuit and bring a towel (labeled with their name) for pool days. Swimsuits should be appropriate and modest. Campers may bring money for snacks. All money should be sent in a labeled Ziploc bag. All campers will be given a swim test at the beginning of camp to assess their swimming ability. Campers who do not pass the swim test will only be allowed to swim in the shallow end of the pool. Each camper who does not pass the swim test will be allowed to retest throughout camp to reassess their swimming ability.

T

Themes: Each week has been given a different theme! We will make all efforts to align our daily activities to the theme; however, each day will consist of a variety of activities to cater to the various interests of our campers!

Transportation: We have contracted buses for field trips through the Quincy Public School District. We adhere to all of their and our insurance policies and guidelines to ensure the safety of our campers. Campers are expected to demonstrate respect for the vehicles and drivers.

U

Umbrella Weather: We intend to stay outside for as many activities as possible in the case of light rain. With this in mind, it is wise to send your camper with a poncho or raincoat when rain is in the forecast. However, our plans may change if the conditions are unfavorable for our activities or campers. We will be prepared with plenty of fun indoor activities in case of inclement weather!

V

Vacation/Time Off: During registration, you are required to select all weeks your camper will attend Summer Camp. This allows us to properly staff and plan for programming.

If your camper will not be attending a registered week, you must notify the Youth & Family Director by email (brookee@quincymca.net) at least **two (2) weeks in advance** to cancel that week's payment.

- Cancellations made with at least 2 weeks' notice will not be charged.
- Cancellations made with less than 2 weeks' notice will still be charged for that week.
- No-shows without prior notice will be charged in full.

We understand that unexpected situations may arise. Exceptions may be considered on a case-by-case basis for emergencies.

Values: Our four core character values of Caring, Honesty, Respect, and Responsibility are the root of our mission and expectations at Summer Camp. Our staff intentionally model and reinforce these values through daily interactions, positive recognition, and group discussions. These 4 core values will be integrated throughout our camp traditions and curriculum every day!

Visitors: For the safety of all of our campers, visitors are not allowed at camp unless specifically pre-arranged with the Youth & Family Director.

W

Waivers: Please be sure that you have completed and filled out your child's online registration, including all waivers!

Walking: Please make sure your camper has good walking shoes (preferably sneakers or tennis shoes) every day. We will walk to Baldwin School when they are open and other nearby field trips.

Water: WATER IS SO IMPORTANT! Keeping campers hydrated is our number one tool in preventing fatigue and illness. You must send your camper with a labeled, refillable water bottle each day! Staff will be making a point to ensure that all campers are constantly drinking to stay hydrated!

X

X-Treme Fun: Behind safety, fun is our number one goal! Summer is the time for kids to be kids, and camp is the perfect space to allow kids to have fun, grow, and flourish!

X-Tremely Thankful: We are so thankful to have a strong relationship with the Quincy Public School District, Gem City Gymnastics, Scottie's Fun Spot, Jackson-Lincoln Pool, and all of our field trip hosts!

Y

YMCA Areas of Focus: The YMCA strives to engage in youth development, healthy living, and social responsibility. We do our best to incorporate these focuses into our camp curriculum!

Z

Zero: As a reminder, we have a zero-tolerance policy for sexual misconduct, possession of illegal substances, tobacco, alcohol, or weapons, assault, intentional facility damage, or theft. These behaviors may result in immediate program dismissal.