



YMCA

We build strong kids,
strong families, strong communities.

Dear Parents,

Welcome to Camp Little Eagle! We are thrilled to have you as part of our YMCA family. The enclosed packet is designed to give you the information you and your child will need regarding Camp Little Eagle. If you have any further questions after reviewing this packet feel free to contact me.

The YMCA is the nation's leader in camping, offering programming for over 100 years. Camp Little Eagle serves many children in day camp programs each summer and we are excited to have your child experience what the YMCA has to offer.

Our staff is looking forward to an amazing summer and lots of fun! We want to make your child's camp experience a safe, enjoyable and rewarding one!

Sincerely,

Andy Miller
Director, Sports and Recreation
(574) 269-9622 ext. 29
atmiller@kcymca.org

Camp Little Eagle is at Lucerne Park 6:00 a.m. to 6:00 p.m. Monday- Friday

For children entering kindergarten through the 8th grade

Camp Phone Numbers

Camp Little Eagle(574) 551-3912

This phone number will only be available during the time that Camp is in session. If you require assistance at any other time please call the

YMCA.....(574) 269-9622

THINGS TO BRING EVERY DAY

Please ensure your child is sent to camp every day with the following labeled items:

- Bathing suit and towel (in plastic bag) for swimming or outdoor water games
- Hat
- Sunscreen
- Lunch, if desired (as litterless as possible)
- Snacks
- Extra Drinks
- Suitable clothing for the weather conditions and camp activities

SUN SENSE

At the YMCA we are committed to the safety of all children. We will do the following for your camper:

- Make sure there are frequent water breaks.
- Act as role models, applying sunscreen & wearing hats outside.
- Make sure campers are in the shade whenever possible on hot and humid days.
- Apply sunscreen to children 9 and under. Assistance will be available for older children if needed.

Goals and Principles of Camp Little Eagle



The purpose of the YMCA is to build strong kids, strong families and strong communities. Our summer day camp program, as part of the YMCA, reflects these values and is designed to help children grow mentally, physically, and spiritually within a fun environment. Well-trained staff that lead the children in challenging activities serve as a catalyst for the growth of your child.

The goals and principles of Camp Little Eagle are firmly based in the Christian concern for human life and are designed to promote program goals for the children involved and their families. These goals are related to personal growth as well as interactions with others. The specific program goals of Camp Little Eagle include:

- helping children to grow personally by building self-reliance
- developing and strengthening values by teaching children to accept and demonstrate the core values of caring, honesty, respect and responsibility
- teaching children to appreciate diversity by respecting people of all ages, abilities, incomes, races, religions, cultures, and beliefs
- motivating children to become better leaders and supporters by working together toward the common good
- building skills by acquiring new knowledge and ways to grow in spirit, mind, and body
- providing children with the assets that have been shown to help foster and nurture positive development
- encouraging children to lead healthy lives by providing physical well being in a safe and active environment
- improving relationships by teaching children to care about, communicate with, and cooperate with family and friends
- having fun!

WELCOME!

Camp Little Eagle provides a safe environment in which campers can create wonderful memories and lasting friendships. It's a place where new and challenging adventures are undertaken with guidance and encouragement. Around every corner awaits friendly people and fun activities. So just pack your adventurous spirit and a smile and the YMCA will do the rest. Best of all, kids learn while having fun - important skills like leadership, problem solving, and decision making. Parents have peace of mind knowing their kids are cared for during the day - all in a safe, enriching environment.

CAMP STAFF

Members of the Camp Little Eagle Staff Team are chosen for their ability to role model the YMCA values to campers entrusted to their care. All YMCA staff hold current CPR and first aid certification. In addition, all staff are required to have a criminal reference check, submit to a pre-employment drug test and attend Child Abuse Prevention training. We recognize the tremendous effect a good day camp experience has on the development of a young child and carefully select each staff member for their experience with children and their interest in a day camp setting. Our team is a dedicated group of YMCA staff who harbor a genuine caring for youth and camp life. Our staff knows the importance of a safe environment which ensures the right combination of fun and challenge.

LOST AND FOUND

We encourage all campers to label everything they bring to camp. Please do not bring electronic devices such as gameboys or MP3 players. **Cell Phones are strictly prohibited.** All lost items will be held in the main cabin throughout the week. Items that remain in the lost and found for more than two weeks will be donated to local charities. The Kosciusko Community YMCA is not responsible for lost or stolen items.

PICK UP AND DROP OFF PROCEDURES

Parents can drop their children off at Lucerne Park between 6:00 a.m. and 9:00 a.m. Camp Little Eagle will run from 9:00 a.m. to 4:00 p.m. with extended care available from 6:00 a.m. to 9:00 a.m. and again from 4:00 p.m. to 6:00 p.m. All children must be picked up by this time. A late fee of \$1.00 per minute will be assessed after 6:00 p.m. until the child is picked up. All campers must be signed in and out from camp by a parent or guardian 18 years of age or older, and will not be permitted to walk home alone. Please sign them in at the picnic table next to the parking lot. In the case of rain, please escort your child to the nearest occupied cabin. If an intoxicated or impaired individual insists on removing a child from Camp Little Eagle, the staff will report the incident to the Warsaw Police Department immediately. If a court order exists preventing a particular individual from having contact with a child, Camp Little Eagle will honor the court order. All court orders will be on file at the YMCA and Camp Little Eagle. Campers are required to store their lunches, sunscreen, swim suits, and towels in the main cabin located at the north end of camp. In the occurrence of extreme weather, Camp Little Eagle will be transported to the YMCA for the remainder of the day. Listen to 107.3 WRSW for changes due to weather. In this case, children will be signed out at the YMCA.

MEDICATION/ ILLNESS

If your child is using any medication please make sure you inform the counselors when you drop off your child and fill out a medication form available at the sign in table. Please make sure that you turn in all medication to the counselors; they will carry it in their first aid kit for your child. Staff will not administer the medication (unless there are extenuating circumstances) but will make sure that the camper takes his/her medication at the appropriate time. A medication form should also be filled out for Epi-pens and asthma puffers. Non-prescription medication should not be sent to camp with campers.

COMMUNICABLE DISEASES

1. Unless otherwise instructed by a healthcare provider, children running a fever of 100 degrees or greater should remain at home for at least 24 hours after the fever has broken. Unless otherwise instructed

by a Healthcare provider, children with recurring vomiting or diarrhea should remain at home for at least 24 hours after vomiting or diarrhea has stopped.

2. If your child has a communicable disease, the parents are urged to notify Camp Little Eagle within 24 hours so that the parents of other children may be notified.

3. Children who have had a communicable disease that warrants a doctor's visit may not return to the program unless they have a doctor's note stating that they are no longer contagious.

BEHAVIOR MANAGEMENT PROCEDURES

It is the goal of our YMCA to provide a healthy, safe, and secure environment for all participants. Camp Little Eagle staff and directors will redirect children's behavior and respond to inappropriate choices on an individual basis. The YMCA teaches the core values of caring, respect, honesty, and responsibility. Children who attend Camp Little Eagle are expected to follow the behavior guidelines and to interact appropriately in a group.

CONDUCT

The Kosciusko Community YMCA is committed to providing a safe and welcoming environment for all campers. To ensure safety and comfort for all, we ask campers to act appropriately while they are participating in camp activities. We expect campers to behave in a mature and responsible way and to respect the rights and dignity of others. Camp Little Eagle will not permit language or actions that can hurt or frighten another camper or that falls below a generally accepted standard of conduct. Specifically this includes:

- Angry or vulgar language including swearing, name calling and shouting;
- Physical contact with another person in an angry or threatening way;
- Any demonstration of sexual activity or sexual contact with another person;
- Harassment or intimidation with words, gestures, body language or other menacing behavior;
- Behavior which intends to, or results in, the theft or destruction of property;
- Carrying or concealing any weapons or devices that may be used as weapons.

Parent Statement of Understanding

The following information is important for the safety and protection of your child. Please read the information, sign this form and return it to the YMCA. A copy will be filed with your child's records.

I understand that:

1. YMCA staff and volunteers are prohibited from babysitting or transporting children at any time outside of the Camp Little Eagle program. Immediate disciplinary action will be taken by the YMCA toward staff and volunteers if a violation is discovered.
2. I am not to leave any child at the Camp Little Eagle site unless a YMCA staff or volunteer is there to receive and supervise my child.
3. Children should not receive gifts (e.g., TV, video games, jewelry) from YMCA staff or volunteers, and I should report this to a supervisor if this occurs.
4. My child will not be allowed to leave Camp Little Eagle with an unauthorized person. Any person authorized to pick up my child must be listed with the YMCA and must be 18 years of age. Any other arrangements must be made in writing and given to the Head Counselor. Proof of identification will be required.
5. Should a person who appears to be under the influence of drugs or alcohol arrive to pick up my child, for the child's safety, staff may have no recourse but to contact the police. Please do not put staff in a position where they have to make a judgment call.
6. I can help ensure my child's safety by taking an active interest in his or her YMCA experience. I will monitor volunteer and staff interactions with my child and ask my child specific questions about program activities and volunteer or staff relationships with my child.
7. The YMCA is mandated by the State of Indiana to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

I have received a copy of the Parent Statement of Understanding and will keep it for future reference.

Parent or Guardian Signature

Date

YMCA CAMP LITTLE EAGLE REGISTRATION FORM 2009

CHILD INFORMATION

Registration Date _____ Start Date _____
Child's Name _____ Preferred Name _____
() Male () Female Date of Birth ___/___/___ Age _____
Address _____
City/State/Zip _____ Child's Home Phone _____
Second Child's Name _____ Preferred Name _____
() Male () Female Date of Birth ___/___/___ Age _____
Address _____
City/State/Zip _____ Child's Home Phone _____

FAMILY INFORMATION

In case of emergency, please contact the following first: () Parent/guardian () 2nd Parent/guardian
Parent/Guardian's Name/Signature _____ Authorized to pick up child () Y () N
Address Same as Child () _____
City/State/Zip _____
Home Phone () _____ Email Address _____
Place of Business _____ Work Phone () _____
Pager () _____ Cell Phone () _____
2nd Parent/Guardian's Name/Signature _____ Authorized to pick up child () Y () N
Address Same as Child () _____
City/State/Zip _____
Home Phone () _____ Email Address _____
Place of Business _____ Work Phone () _____
Pager () _____ Cell Phone () _____

NOTE: Children will not be released to anyone other than parents or authorized persons with proper identification. If a

NOTE: Consent will not be released to anyone other than parents or authorized persons with proper documentation. If a parent is not allowed to pickup the child, we much have a copy of the court order.

Person(s) authorized to pick up child or to call in an emergency (please list all that apply):

Name _____ Day Phone _____ Other _____
Name _____ Day Phone _____ Other _____
Name _____ Day Phone _____ Other _____

Doctor's Name _____ Phone _____
Dentist's Name _____ Phone _____
Insurance Carrier _____ Policy # _____
Hospital Preference _____ Phone _____

Allergies (list all food, medication, and other allergies) _____
Emotionally, behaviorally, intellectually, or physically challenged? (explain) _____

Other special needs _____

Is your child currently under a doctor's care? () Y () N

Does your child have any fears? _____

Is there any medication your child is taking on a regular basis to maintain good health? _____

Is there anything else we should know about your child that will make their experience better? (habits, mannerisms, activities, etc.) _____

How did you hear about Camp Little Eagle? _____

AUTHORIZED

HEALTH HISTORY

Monthly Bank Draft Information

Primary account holder information: (please print)

Name _____

Address _____ City _____ State _____

Bank Name _____ Bank Address _____

Bank Transit # _____

Bank Account # _____ Checking _____ or Savings _____

Credit Card Type: Visa _____ Discover _____ MC _____

Credit Card Number _____ Exp. _____

I hereby authorize the Kosciusko Community YMCA to electronically draft my weekly summer camp fee on or after the Monday of each week of care from the account I have provided. I must keep the YMCA informed of any changes in address or account information. Changes must be made in writing before the 1st of the month or will be treated as a returned draft. All returned drafts are automatically sent through a second time. The YMCA charges a \$20 return fee on all unpaid drafts. You will be responsible for any fees charged by the YMCA and your bank.

Signature _____

Please initial in the blanks that you have read and agree with the following:

____ I understand that KCYMCA assumes no responsibility for injuries or illnesses which my child may sustain as a result of his/her participation in athletic activities, sports programs, the use of any equipment, exercise or other activities. I expressly acknowledge that I assume the risk for any and all injuries and illnesses which may result from his/her participation in these activities. In consideration of the privilege of participating in Camp Little Eagle, I hereby voluntarily release and discharge KCYMCA its agents, contract services, and employees from any and all claims of injury, illness, death, loss or damage which my child may suffer as a result of his/her participation in these activities.

____ In the event that I cannot be reached in an emergency, I hereby give my permission to the medical personnel selected by KCYMCA to order X-rays, routine tests, treatment, to release any records necessary for insurance purposes, and to provide or arrange necessary related transportation for me or my child. I understand that no accident or medical insurance is carried on program participants.

____ While KCYMCA will make every effort to provide reasonable accommodations for mentally and physically challenged children, the YMCA will not accept children who are (1) a danger to themselves, (2) a danger to others, or (3) a disruption to the normal activities making it unreasonably difficult for other children to enjoy camp programs. Any of the above will be grounds for dismissal. A parent/guardian must discuss special conditions or circumstances involving their child with the director prior to registration so that administration can make a determination if reasonable accommodations can be made. If special transportation is required, parents may be responsible for providing it.

____ I hereby give permission to KCYMCA without limitation or obligation, to use photographs, film footage, or tape recordings which may include my child's image or voice for purposes of promoting or interpreting YMCA programs and release the YMCA from any claim of liability to that use.

____ I give KCYMCA permission for my child to leave the Camp Little Eagle site, participate in authorized YMCA trips and to ride in authorized vehicles for the purpose of transportation in connection with the YMCA program. I understand that field trips will be scheduled in advance and parents will be notified of the details prior to departure.

____ I give KCYMCA permission to apply sunscreen to my child as needed. Children over the age of 10 are required to apply their own sunscreen, however, staff will be available to assist.

SIGNED: _____ DATE: _____

FEES

All Camp Little Eagle participants must be registered the Thursday prior to the week of attendance at the YMCA located on Smith Street. Camp fees include field trips unless otherwise noted. Counselors will receive a roster of all children registered for the week on Monday morning. If your child was not registered in time you will incur a \$10 fee for late registration. This policy is in effect to help plan and prepare for the week ahead and to ensure adequate staffing.

Payments can be made through:

- Weekly bank drafts
- Credit card
- Online at www.kcymca.org
- Payment through the mail

The fees for summer camp are as follows:

Activity Fee: \$25.00 for mandatory t-shirt and to help offset the cost of field trips.

Weekly Rate: \$90.00

A \$5.00 discount will be given to each additional sibling.

Other Fees:

All returned checks or non-sufficient funds will incur a \$20 processing fee.

YMCA CREDIT/REFUND POLICY

Credits or refunds may only be issued for a medical excuse or a cancelled class or program.

TAX INFORMATION

A report of all childcare expenses will be distributed to parents by January 31st. There will be a fee of \$10.00 for any additional copies. The YMCA tax number is 35-1068182.

WEATHER

Outdoor play is an important part of our daily camp schedule. Parents are asked to dress their children appropriately for the weather conditions. A light sweater or jacket may be needed in the mornings. During periods of extreme heat, the camp staff will scale down the physical camp activities. Indoor facilities will be utilized by programming more crafts and low-level events or activities. The staff will take children inside and increase their water intake on these days. All precautions will be taken to prevent heat related injuries during these times.

FIELD TRIPS

- Your activity fee covers all admission and other fees when you register your child unless otherwise noted.
- Please do not send additional money with your child for souvenirs, food, etc.
- It is likely that field trips will depart and arrive at different times each week. Please check with the counselor on duty to verify departure and arrival times.
- Campers will be divided up into 2 groups based on age. For security purposes, children must attend field trips with their group.
- All field trips are tentative and subject to change.
- For safety, your camper must wear his/her camp t-shirt for all field trips.

SNACKS AND LUNCHESES

- Nutrition is a very important aspect of each camp day. Please ensure your camper has packed a nutritious lunch and two snacks per day. A couple of suggestions for parents...
- Pack extra drinks and a refillable water bottle.
- Send foods that are easy to eat.
- Strive for a litterless lunch (reusable containers and water bottles).
- Label your child's lunch with their first and last name.
- Lucerne Park is a summer lunch program approved site. If desired, healthy lunches and snacks will be provided free of charge to all campers each day through the Warsaw School Corporation.

SPECIAL NEEDS

While Camp Little Eagle will make every effort to provide reasonable accommodations for mentally or physically challenged children, we ask that parents/guardians discuss special conditions or circumstances involving their child with the director 2 weeks prior to registration so that staff can receive adequate training and activities can be modified if needed. Staff will also determine at this time if reasonable accommodations can be made.

NEED BASED SCHOLARSHIP

Financial assistance is available through the United Way and the YMCA for those who qualify. A need-based scholarship application is included at the back of this booklet and questions concerning income requirements can be addressed by calling the YMCA.



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Dear Scholarship Applicant,

The Kosciusko Community YMCA is pleased to provide scholarships for those who are in need. Through the generous contributions of community members to the YMCA and through United Way, your YMCA provides scholarships for residents of Kosciusko County when we can determine that a need exists. Financial need is based on the household income, family size and/or special circumstances. When need is demonstrated by request, a portion (up to 75 percent) of the membership and/or youth program cost is subsidized by the YMCA with the applicant paying the remainder of the cost. This scholarship can be applied toward many of the YMCA's programs including membership, youth lessons, Kids Klub, or Camp Little Eagle (adult classes, personal training, private lessons, and scuba classes are excluded from the discount).

To qualify for a scholarship, please complete the enclosed application and provide the requested forms of income verification. If there is more than one income in your household, documentation should be included for each income. Your application will not be processed until all applicable documentation is received by the YMCA. Once the application and all the proper documentation are received by the YMCA, it takes two to three weeks to review the materials. Upon approval, you will receive a letter outlining the terms of your scholarship. Your application must be renewed on an annual basis.

It is our pleasure to serve you. If you have specific questions, you can reach me at 269-9622 ext. 39 or hmoseley@kcymca.org.

Sincerely,
Heidi Moseley
Need-Based Scholarship Coordinator

Date Received _____ (office use only)

Need-Based Scholarship Application

Name _____ Date _____

Address _____

City/State/Zip _____ Home Phone _____

Income (monthly)

Wage and tips (you) \$ _____ Wage and tips (spouse) \$ _____

Wage and tips (other adult in home) \$ _____

Unemployment \$ _____ Social Security \$ _____

TANF \$ _____ Food Stamps \$ _____

Alimony \$ _____ Child Support \$ _____

Other \$ _____

Expense (monthly)

Rent/mortgage \$ _____ Utilities \$ _____ Car Payment \$ _____

Food \$ _____ Clothing \$ _____ Phone \$ _____

Car Insurance \$ _____ Alimony \$ _____ Child Support \$ _____

Medical \$ _____ Other \$ _____

Number of people living in the household: Adults _____ Kids _____

Type of Membership Requested:

Family _____ Youth _____ Senior 60+ _____

Adult _____ Couple _____ Single-Parent Family _____

See criteria in brochure for any questions on membership type

Do you currently have a YMCA membership? Yes _____ No _____

Please indicate how you will use your scholarship:

_____ Kosciusko Community YMCA membership and programs

_____ Kids Klub or Camp Little Eagle childcare only

What benefits do you see in having this scholarship to join the YMCA?

Verification:

To be considered for YMCA Need-Based Scholarship, please provide the following forms of income verification for all household income. If you are requesting a Single-Parent Family Membership, please show proof that you do or do not receive child support.

- 1. Income tax return from the previous year (MUST be provided, no exceptions).
- 2. Check stubs for the last 4 weeks.
- 3. Current bank statements for all bank accounts.
- 4. Court order verifying child support (if applicable).

Your application cannot be processed until you have provided all verification. If you do not have one of the documents for items 2 through 4, you must give a written explanation detailing the reason. Upon completion it will be reviewed and a scholarship determination will be made in a timely manner.

References:

Please provide two references, other than family members, who can verify your status.

Reference #1 _____ Phone _____
 Address _____ City _____ Zip _____
 Occupation _____
 Number of years acquainted _____

Reference #2 _____ Phone _____
 Address _____ City _____ Zip _____
 Occupation _____
 Number of years acquainted _____

Additional unexpected circumstances may contribute toward your request for a scholarship (medical bills, unemployment). These will only be considered if you provide documentation. Basic cost-of-living expenses such as housing, utilities, cable, or car payment do not qualify as unexpected circumstances.

- 1) _____ 2) _____
- 3) _____ 4) _____

Information is kept in the strictest confidence and will only be viewed by necessary staff.

