



YMCA

We build strong kids,
strong families, strong communities.

Dear Parents,

Welcome to the wonderful world of 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 questions about the camp, please do not hesitate 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 spending an amazing summer with your campers! This summer will be full of fun activities that will bring out the best in your children. We want to make your child's camp experience a safe, enjoyable and rewarding one!

Sincerely,

Andy Miller
Sports and Recreation Director
Camp Little Eagle Director
(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.

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)
- Hat and sunscreen
- Lunch and snacks, (as litterless as possible)
- Extra drinks
- Suitable clothing for the weather conditions and camp activities

Program Outcomes

The YMCA Camp Little Eagle Program is firmly based in its Christian mission and purpose. The specific outcomes of the summer day camp program include but are not limited to:

1. Demonstrate an appreciation for arts and humanities
2. Demonstrate caring, honesty, respect, and responsibility
3. Demonstrate physical fitness and knowledge about healthy lifestyles
4. Demonstrate a commitment to learning and using problem-solving skills
5. Demonstrate civic leadership and service
6. Demonstrate age appropriate social skills, compliance with requests, and problem-solving skills
7. Maintain adequate self-esteem
8. Engage in positive social behavior

About the Kosciusko Community YMCA

The Kosciusko Community YMCA was founded in 1962 in response to a community survey conducted by the local Jaycees. Many community members made significant contributions to the first capital campaign to make the community a better place in which to live, work, and play. They knew support of the YMCA meant stronger character, stronger bodies, better minds, and better citizens for the years ahead. The original facility on Smith Street was dedicated on October 10, 1965.

For almost 45 years, the YMCA has been a vital community asset for the residents of Warsaw and Kosciusko County. Over this period of time, the YMCA has provided valuable services to our community. In fact, because the YMCA was the only indoor pool in the area, the Y was the place where many of our youth learned to swim. During our 45 years of service, the YMCA has expanded facilities and increased membership to nearly 8,000. With grants from the 21st Century Foundation, a satellite site was opened to serve the North Webster community and the Racquet Center was purchased and dedicated to community service on October 10, 2005.

The YMCA, both in Kosciusko County and throughout the United States, is the largest provider of care and developmental programs for children and youth. While the Kosciusko Community YMCA provides no daycare programs, babysitting is provided to both members and non-members at each branch. Our Camp Little Eagle, located at Lucerne Park, provides a premier school-age program that demonstrates the YMCA's ability to provide campers with developmental assets and to teach character and values. The use of an age-appropriate curriculum in our program truly helps all children grow physically, mentally, and spiritually.

YMCA Mission Statement

The YMCA is committed to serving each community member by providing programs that support and enhance the community's needs while remaining committed to our mission of:

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

Board of Directors

The YMCA is lead by a volunteer board that sets the long term plan and vision of the association. The Board of Directors for the 2010 term are:

David Kolbe-President

Doug BeMent

Karen Gerrard

Denny Wilson-VP

Brad Bishop

Byron Kauffman

David Findlay -Treas.

Cheryl Blanchard

Dan Leininger

Michael Coon-Sec.

Chris Cummins

Josh Wildman

Child Care Staff Qualifications

The YMCA recognizes the effect a positive experience will have on the development of children and youth. The Camp Little Eagle program staff are carefully selected based on education, qualifications, work experience, and for their ability to act as positive role models. Each of our staff has demonstrated a strong commitment to caring for children and has passed pre-employment criminal background checks and drug screening. All YMCA staff hold current CPR certification and attend training for child development. Our team is a dedicated group who knows the importance of combining a safe and caring environment with a strong curriculum to benefit your child's development.

Non Discrimination Policy

The Kosciusko Community YMCA does not discriminate against anyone based on race, religion, color, sex, age, national origin, or disability. Every effort will be made to provide reasonable accommodations for mentally and physically challenged children. However, the YMCA will not accept children who are a danger to themselves, a danger to others, or a disruption to normal activity making it unreasonably difficult for other children to enjoy programs. A parent/guardian must discuss special conditions or circumstances involving their child with the director prior to registration so that a determination of reasonable accommodations can be made.

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. Campers are required to store their lunches, sunscreen, swim suits, and towels in the main cabin located at the north end of camp.

Authorized Individuals for Pickup

For their safety, children are released from Camp Little Eagle only to authorized individuals. An authorized individual must be listed on the

registration form, be 18 years of age and present photo identification. Changes in authorization must be provided to the director one week prior to implementation. Should an intoxicated or impaired individual arrive at Camp Little Eagle and insist on removing a child, the staff will immediately call 911 and ask for law enforcement assistance. If a court order exists preventing a particular individual from having contact with a child, a copy of the court order must be provided and on file with the YMCA and Camp Little Eagle.

Extreme Weather

In the occurrence of extreme weather, children 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 and picked up at the YMCA.

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.

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.

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 trips.

Snacks and Lunches

- 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.

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 YMCA is not responsible for lost or stolen items.

Marketing

On occasion, the YMCA takes photographs, film footage, or tape recordings of our programs. This media may include your child's image or voice and is used only for purposes of promoting or interpreting YMCA programs. On the registration form you will be asked for permission to include your child in these promotional materials.

Parent Statement of Understanding

The following information is important for the safety and protection of your child. Please read the information and sign below.

I understand that:

1. Children may not be dropped off at the Camp Little Eagle site unless YMCA staff are available to receive and supervise.
2. Children are released from Camp Little Eagle to authorized individuals only. An authorized individual must be listed on the registration form, be 18 years of age, and present photo identification. Changes in authorization must be provided to the director one week prior to implementation.
3. To ensure your child's safety please take an active interest in his or her YMCA experience. Ask your child specific questions about program activities and staff relationships.
4. YMCA staff are prohibited from babysitting or transporting children at any time outside of the Camp Little Eagle program.
5. The YMCA staff do not accept gifts or tips and should not provide gifts to children.
6. For the safety of children and staff, the police will be contacted immediately if a person arriving to pick up a child appears to be under the influence of drugs or alcohol or in possession of a weapon.
7. By law the YMCA must report any suspected cases of child abuse or neglect to the appropriate authorities.

Parent or Guardian Signature

Date

Payment 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 prior to the week my child attends camp from the account I have provided. Payments cover the following week. I must keep the YMCA informed of any changes in address or account information. Changes must be made in writing before the 1st day of the week 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. I will be responsible for any fees charged by the YMCA and my bank.

Signature _____

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

____ I understand the activity fee is non-transferable and non-refundable.

____ 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 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 a danger to themselves, a danger to others, or a disruption to the normal activities making it unreasonably difficult for other children to enjoy Camp Little Eagle 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 a determination of 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: _____

Membership and Program Fees

YMCA Membership has its Benefits

The YMCA is a membership based program. As such, members are provided with the use of all YMCA facilities, priority registration, and discounts for enrollment in a variety of programs.

Program Fees

As a not-for-profit organization, the YMCA sets program fees to cover the actual cost of services provided. Camp Little Eagle fees follow:

Activity and supply fee*		\$25.00
(for mandatory t-shirt and to help offset the cost of field trips.)		
Camp Little Eagle per week	YMCA Members	\$90.00
	Community Members	\$100.00
Declined credit cards, returned checks and /or non-sufficient funds		\$20.00
Discount for each additional sibling		\$5.00

* The activity and supply fee is due at the time of registration and is non-transferable and not refundable.

Payment of Program Fees

All Camp Little Eagle fees are due and payable weekly the Thursday prior to the week of attendance at the YMCA located on Smith Street. **If your child was not registered by Thursday you will incur a \$10 fee for late registration. Registration before the week of camp starts is required.**

Counselors will receive a roster of all children registered for the week on Monday morning. **Only children who are registered will be admitted.**

Camp fees include field trips unless otherwise noted. This policy is in effect to help plan and prepare for the week ahead and to ensure adequate staffing.

Payments can be made by:

- Register and pay at the YMCA
- Call in to register and authorize a bank draft. To do this you must fill out the previous page under Payment Information.
- Register and pay online at www.kcymca.org. With this option you will not be eligible to receive any sibling or financial assistance discounts.

Responsible Billing Party

The YMCA will bill only one party for program costs. We do not split costs between parents or bill two different accounts for fees.

Removal from Program because of Non-payment

In the event that an account is past due for two weeks, participation in the program will be discontinued. Efforts will be made to contact parents by phone prior to discontinuation of a child's participation. Please be sure to maintain current contact information with the YMCA.

Minimum Participation

The YMCA reserves the right to close Camp Little Eagle if it does not have participation levels necessary to cover the cost of operation.

Financial Assistance

The YMCA does not deny participation or services based on the inability to pay for programs. Assistance must be applied for prior to enrollment and participation in any program for which assistance is needed. A need-based scholarship application is available at the YMCA Welcome Center and questions concerning income requirements can be addressed by calling the YMCA.

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 YMCA childcare expenses for the previous calendar year 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.

Medications

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.

Child Illness

If your child is sick they should not attend any program where other children may become ill through contact. As a guideline the YMCA suggests that children running a fever of 100 degrees or greater and children with recurring vomiting or diarrhea should remain at home for at least 24 hours after the fever has broken or the vomiting or diarrhea has stopped. If your child has a communicable disease or lice, the parents are urged to notify Camp Little Eagle within 24 hours so that the parents of other children may be notified. Children who have had a communicable disease may not return to the program unless they have a doctor's note stating that they are no longer contagious.

Injuries During the Program

The YMCA assumes no responsibility for injuries or illnesses which may be sustained as a result of participation in athletic activities, sports programs, and the use of any equipment, exercise or other activities. Parents or guardians assume the risk for any and all injuries and illnesses which may result from participation in these activities.

Emergency Procedures

In the event that a parent or guardian cannot be reached in an emergency, YMCA staff will arrange for transportation so that medical personnel can provide appropriate medical treatment. This treatment may include, but is not limited to, routine tests, X-rays and the release of any records necessary for insurance purposes. The YMCA does not carry accident or medical insurance on program participants. Payment for these services is the sole responsibility of the parent or guardian.

Behavior Management Procedures

Philosophy

The Kosciusko Community YMCA is committed to providing a safe and welcoming environment for all children. To ensure safety and comfort for all, we ask children to act appropriately while they are participating in Camp Little Eagle activities. We expect children to behave in a mature and responsible way and to respect the rights and dignity of others. Camp Little Eagle staff will redirect a child's behavior and respond to inappropriate choices on an individual basis. The YMCA teaches the core values of caring, honesty, respect, and responsibility. Children who attend Camp Little Eagle are expected to follow the behavior guidelines and to interact appropriately in a group.

Process

Camp Little Eagle will not permit language or actions that can hurt or frighten another child or that fall 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

Behavior Management

When a child chooses not to follow the behavior guidelines of Camp Little Eagle, the following steps will be taken:

1. Staff will give a verbal warning and/or redirect the child to more appropriate behavior.

2. The child will be reminded of the behavior guidelines and Camp Little Eagle rules and a “time out” will be given.
3. If the behavior persists, a parent will be notified of the problem so they can determine the appropriate action to take.
4. The staff will document the situation. The written documentation will include what the behavior problem is, what provoked the problem and the corrective action taken.
5. If the behavior continues, staff will schedule a conference that includes the parents, child, staff, and the Director of Camp Little Eagle. The director will have all documentation and notes from the previous actions for review.
6. The staff will schedule a progress check or a follow-up conference.
7. If a child’s behavior at any time threatens the immediate safety of that child, other children, or staff, the parent may be notified and expected to pick up the child immediately.
8. If the behavior persists and the child continues to disrupt Camp Little Eagle, the YMCA reserves the right to suspend the child from the program. Expulsion from the program will be considered in extreme cases.

Removal from the program for inappropriate behavior

The following behaviors are NOT acceptable and may result in the immediate suspension of a child as listed below:

1. Endangering the health and safety of children and/or staff, members, or volunteers
2. Stealing or damaging YMCA, park, or personal property
3. Leaving Camp Little Eagle without permission
4. Continuing to disrupt the program
5. Using profanity, vulgarity, or obscenity frequently
6. Acting in a lewd manner

First Offense-dismissal from current day and the following day

Second Offense- dismissal from the current day and the following three days

Third Offense- dismissal from the current day and the following 5 days

Fourth Offense- expulsion from Camp Little Eagle

Immediate expulsion may occur if a child is in the possession of and/or using tobacco, alcohol, illegal drugs, firecrackers, firearms, or explosives.

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.

Child Abuse Prevention

The YMCA is committed to the prevention of child abuse. All Y staff are required to complete child abuse training and are ready to observe the early warning signs and report inappropriate behavior. You can help to ensure your child's safety by taking an active interest in his or her YMCA experience and ask your child specific questions about program activities and staff relationships.

As part of the association's prevention program, YMCA staff are prohibited from babysitting or transporting children at any time outside of the Camp Little Eagle program. The YMCA staff do not accept gifts or tips and should not provide gifts to children. By law the YMCA must report any suspected cases of child abuse or neglect to the appropriate authorities.

YMCA CAMP LITTLE EAGLE REGISTRATION FORM 2010

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 _____

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 _____ Child's Home Phone _____
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

CHILD INFORMATION

FAMILY INFORMATION

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? _____
