



# SUMMER CAMP 2025 PARENT GUIDE



**Summer Camp Director** - Cami Ill

**Summer Camp Director** - Shannon Flynn

**Summer Camp Coordinator** - Celeste Jimenez

**Summer Camp Coordinator** - Abby Verhaeghe

**Summer Camp Coordinator** - Kayla Holdsworth

Welcome to Two Rivers YMCA Summer Camp! Summer is a special time for children to enjoy the outdoors, to learn, to have fun and to build new relationships. It is also a time when working parents are concerned about the care and security of their children.

YMCA Camps can provide special memories for your children and for you as parents. We feel that the time your child spends away from home each day is very important and we want to make it special. Please be a good listener when he or she comes home each day eager to share the day's events.

Children are involved in a wide range of activities that make camp more than a day care program. Some different types of activities which take place at camp include: leadership development, team building, problem solving, swimming, outdoor education, unique academic enrichment, field trips, values education, service learning, and much more. Our YMCA Character Development program teaches CARING, HONESTY, RESPECT, and RESPONSIBILITY. We will be emphasizing these four values in all that we do during the summer. We hope you'll be delighted with our program and we look forward to working with you and your family.

The staff and counselors are carefully chosen for their maturity, enjoyment of physical activities and for the character traits that make them positive role models for youth. Though we cannot take the place of parents, we can be a positive influence that is necessary for youth today.

Please read over the following information carefully so that you are familiar with our policies and procedures. Our staff is available to answer questions and help solve any problems. Have a great summer!

**Two Rivers YMCA Mission Statement** - To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

**Affirmative Action Statement** - Each child shall be recognized as an individual whose gender, ability, differences, personal privacy, choices of activities, cultural, ethnic and religious background shall be recognized and will be respected.

**What Do Campers Need To Bring To Camp? -**

- Water bottle with a lid (non spillable)
- Socks - need a pair to wear for several areas at the YMCA & field trips.
- Backpack with swimming suit & towel on swim days, if your child wants to swim.

## Requirements to begin YMCA Camp -

- ✓ Create an account for your family at the YMCA if you do not already have one.  
[https://operations.daxko.com/Online/2210/MembershipV2/Locations.mvc?cart\\_id=f2eb9dfd-7b2d-46e8-8a39-81f825b144e6&\\_=638765925343941796](https://operations.daxko.com/Online/2210/MembershipV2/Locations.mvc?cart_id=f2eb9dfd-7b2d-46e8-8a39-81f825b144e6&_=638765925343941796)
- ✓ Completed online enrollment form for each child.  
[www.tworiversymca.org/form/summer-camp-child-s-information](http://www.tworiversymca.org/form/summer-camp-child-s-information)
- ✓ Register in advance on our website, for the days of attendance.
- ✓ If you receive assistance from the state, please ask the front desk for a form with instructions on what to do and how to register.

**Sunscreen** - *Each year we ask parents to donate one bottle of SPF 45+ sunscreen.* Large portions of our days are spent outdoors at the Y. Your child is expected to withstand exposure to the outdoors for extended periods of time. For the safety and well being of your children, we are asking for your assistance with the application of sunscreen, in the mornings, before they come to Y Summer Camp. With your permission, Y staff will assist your child to apply sunscreen at 10:00 AM, 12:00 PM, and 2:00 PM during each sunny camp day. *Please drop off the sunscreen with the Y staff at the sign in/out.*

**Dress Code** - Campers must wear comfortable clothes, socks, and tennis shoes. Many activities require proper footwear and/or socks, such as the Kid's Gym/Kid's Adventure Center and Energy Zone. Children will not be permitted to participate in activities if they are not properly dressed. Campers may bring hats and sunglasses for outside wear.

**Sign In** - You will be able to drop your child(ren) off for camp, starting at 6:30 AM at the Spirit, Mind and Body Center (1811 53<sup>rd</sup> Street, Moline). Staff will come out to your car to help you get your child(ren) signed in for the day. Starting at 9:00 AM, children will need to be accompanied into the Spirit, Mind & Body Center and signed in on the tablet.

**Sign Out** - Sign Out will be located in the Spirit, Mind & Body Center. Please park your car and come in the door where staff will greet you. **You will be required to show a picture ID to our staff.** Please keep in mind at pick up we may be transitioning from one area to the next, so you may need to wait a few minutes for your child. Groups will be scheduled at both the YMCA and Spirit, Mind & Body Center (from 8:00-4:00) throughout the day. You will be given a *Pick Up Pass* once you have signed out your child on the tablet, that you will need to hand to the counselor that is with your child, before you are able to leave with them. Keep in mind, that after your child is signed out, you may be directed to drive to the YMCA main facility to pick up your child. Please show your *Pick Up Pass* to the front desk staff, to enter the YMCA building to pick up your child and then hand it to the counselor that is with your child.

### **Can my child leave camp on their own?**

No camper may leave any area without an authorized adult who will check each camper in at arrival time or out at departure time. Campers must be in view of a staff member at all times.

**Abuse or Mistreatment** - The YMCA's top priority is keeping consumers safe. Any form of abuse or mistreatment of consumers, children, employees, and volunteers is prohibited. Consumers shall not abuse or mistreat employees, volunteers, or other consumers in any way. Use of abusive language, obscene or profane language, including racial, religious or sexual references directed at other people will not be tolerated. It is important to treat others as you would like to be treated. Consumers shall not engage in the verbal or emotional abuse or mistreatment of other consumers, employees, or volunteers.

**Reporting Concerns** - Should you have any concerns on how a child/consumer is being treated by staff or another child/consumer, please contact Shannon Flynn [[sflynn@ymcatr.org](mailto:sflynn@ymcatr.org)], Cami Ill [[cill@ymcatr.org](mailto:cill@ymcatr.org)]

Staff and volunteers report any suspected cases of child abuse or neglect to the appropriate authorities for investigation. The YMCA is mandated by state law to report suspicions of abuse.

**Meals and Snacks** – Campers arriving before 8:00 AM will receive a morning snack. All campers can receive a nutritional lunch provided by our [Nourish Program](#) or children may bring a lunch if they don't like the menu items. Menus are posted on our website and are subject to change. There are no refrigerators to keep lunch items cold or access to a stove/microwave to heat food for children. We will also provide a snack in the afternoon.

***USE THIS FORM, if your child has a food allergy.*** Download and print the form and then please return the completed and signed form to the YMCA. Any questions, please contact our Nourish Director, Joe Moreno at [jmoreno@ymcatr.org](mailto:jmoreno@ymcatr.org).

Campers may not chew gum during Y camp hours.

**Swimming & Field Trips**– We are currently planning our swimming and field trip schedules for the summer. Please keep an eye out for emails and check our website for updated information. Children who are not dropped off before the field trip leaves will not be able to stay at camp.

**Late Pick Up** - Children must be picked up no later than 5:30 p.m. If your child is not picked up by the end of the program, a late fee of \$1.00 per minute, per camper, will be drafted at the YMCA's earliest convenience. This fee is used to pay the staff who remain with your child. If you repeat this action, it may

result in a removal from the program.

- If you know you are going to be late, call us at 309-236-9625. We do understand that things come up and traffic can be challenging even in the best of times. We tend to worry about your safety just as much as your child does.
- If we have not heard from you and can't reach you after closing time, emergency contacts will be called.
- If your child has not been picked up 30 minutes after closing, we will need to reach out to the police for assistance.

**Illness and Attendance** - If your camper is not feeling well in the morning, has a temperature or is in the contagious stage of any illness please do not bring him/her to camp. Parents are not required to call the Y to report their campers absent from camp.

Staff members will observe the health of each child during camp and will notify you if your child shows any symptoms of any illness. You will be called and are required to pick up the child immediately. A late fee may be applied if your child is not picked up immediately after notifications of illness.

*If your child misses camp due to illness they must be fever/symptom free for 24 hours before returning to camp.*

**Lice** – You will be expected to pick up your child immediately from camp. Your child can return after one treatment.

**Pink Eye** – You will be expected to pick your child up immediately from camp. Your child should not return until after 24 hours on antibiotic eye drops.

**Injury and First Aid** - If your camper is injured during camp hours, we will handle all minor scrapes, scratches and bruises. We will call you if there are any questionable or serious injuries. The YMCA does carry liability insurance coverage. You have signed a release that you understand we are not responsible for injuries associated with accidents that occur during normal daily activities. Incidents will be discussed with the parents by phone, email or when campers are picked up.

**Medication** - Medication which needs to be administered during camp hours:  
★All medication/inhalers/epipens must be checked-in with the staff member at the morning sign-in desk and *be in a prescription bottle*.  
★Contain written instructions as to quantity, time to be administered, name and phone number of doctor, the prescription number, and the pharmacy where purchased. Additionally, written clearance must be given on the form called "Authorization to Administer Medication" which the staff will have at the YMCA. Dosage/quantity listed on the "Authorization to Administer Medication" form

must match the quantity/dosage listed on the prescription bottle.

★Medication will be kept in a locked box or a locked cabinet, with instructions on file. Meds will be taken on fieldtrips, park visits, or any other excursions outside of the YMCA so they can be administered at the proper times.

**Y Classes, Lessons or Programs** - There will be programs that run throughout the summer that your child may be interested in signing up for. Please check out our website or contact the front desk at 309-797-3945, for more information. We cannot guarantee that your camper will make up any activity that went on during camp while they are gone for a class. On field trip days they will not be able to attend their lessons. Any questions regarding lessons, please contact the director of the program.

**Lost and Found** - Please have your camper's name on everything they bring to the Y. We cannot be responsible for lost or stolen items. After 30 days we will donate all lost and found items to Goodwill.

**Personal Items** - We have plenty of equipment and activities to keep your child busy. Please do not allow any toys, video games, small electronics or cell phones to accompany your child. This eliminates arguments, theft and/or lost items. The Y is not responsible for lost or stolen items. Our staff will confiscate any of the above items and release them to the parents at the time of pick-up. **BTween Campers** are allowed to bring electronic devices if their parents sign a permission slip. These permission slips can be picked up from our camp staff. BTween Campers are only allowed to be on their electronic devices at designated times. This is up to the discretion of their counselors. If it becomes a problem they will not be allowed to bring them back.

**Behavior Management** - YMCA staff strive to provide a safe and fun environment for all program participants, while holding its staff as well as its participants to its Core Values: Caring, Honesty, Respect and Responsibility. For the safety and well-being of everyone, all children are taught and expected to follow the site rules. If children do not comply with these camp rules, the Y staff will have regular, ongoing conversations to express concerns and to discuss strategies for challenging behaviors with you to ensure that we are working together as partners to help your child. Parents will be kept informed of their child's progress.

The YMCA will not allow children who continually display disruptive behavior to hinder the safety or enjoyment of others. When a child engages in unacceptable behavior that hinders the safety and enjoyment of others, the below consequences for these behaviors may occur:

- Participation in an activity will be denied for repeated misbehavior and the child will be directed to an alternate activity. The guardian(s) will be notified in writing about the misbehavior.
- For violations of our Code of Conduct which include, but is not limited to, the following, parents will be notified in writing, their child may be suspended temporarily from the program, and the YMCA may require a guardian conference:
  - Engaging in physical aggression as a means to resolve a conflict.
  - Bringing weapons of any kind on YMCA property or into YMCA off-site programs at any time.
  - Stealing or defacing property.
  - Refusing to follow basic safety rules.
  - Exhibiting disrespect for staff members or other children.
  - Displaying an inability to follow established guidelines.
  - Acting in an unsafe or unacceptable manner as determined by staff members.

To reinforce good behavior, staff members use positive techniques of guidance including redirection, positive reinforcement, and encouragement. Physical discipline will not be used nor will food be denied as a punishment. We ask for your support in encouraging appropriate behavior of your children.

**Suspension** - If a child continues to display misbehavior in accordance with Behavior Management: Suspension may result, based on the frequency and severity of the behavior.

- If the unacceptable behavior endangers another's safety or the child's safety, immediate suspension/termination may result.
- The guardian may be required to pick-up his/her child WITHIN ONE HOUR after notification, depending on the nature of the misbehavior.

**Termination** - The Y reserves the right to terminate Youth Development program services at any time. If your child has been terminated from any of our programs, they may not attend the same program at a different location.

### **What are your discipline procedures?**

*There will be no fighting, hitting, biting, kicking, spitting, stealing, bullying, foul language, leaving the program area without staff, persistent inappropriate behavior, disrespect to staff etc. If a camper puts his/her hands on any other participants or staff they are subject to removal from the program immediately.*

*Campers will be given a "timeout" away from the group, and the staff member*

*will discuss the action with the camper when discipline issues occur. The timeout will not last longer than 10 minutes. If it needs to be discussed with a parent, we will try to contact you by phone or email or mention it at pick up.*

*The Two Rivers Y reserves the right to end a camper's participation in the program because of disruptive behavior or actions that are not in the best interest of the other campers. We strive to keep all campers safe and try to resolve all conflicts in a positive manner. We treat each child as an individual and discipline them based on what happened in each incident.*

**General Information** - All groups within each camp are a large group setting and not one on one or a small group setting. Groups can average up to 30 children.

The YMCA facilities and grounds are a tobacco free area. Smoking and tobacco products are not allowed in our facilities or on our grounds. Help us keep our YMCA clean by not extinguishing your smoking materials in our parking lot.

If a child needs to be picked up early from the program due to misbehavior, illness, had an accident, etc. the guardian will be required to pick-up his/her child WITHIN ONE HOUR after notification. A late fee may be applied if your child is not picked up immediately after notifications.

Please be aware of the parking spots marked with a handicapped sign when dropping off or picking up your children. We ask that you not create a spot, but park in the designated areas.

We will be communicating new and updated information throughout the summer of any changes. Please be sure to check your email, Class Dojo and our website regularly.

**Returned/Bounced/NSF Fees** - Should your bank or credit card issuer for any reason not honor your draft, a return payment fee of \$12.00 will be assessed on your account in addition to the payment due. This balance will need to be paid in order for your child to continue using the program.

**Refund Policy** - If we receive at least a 24-hour notice that your child will not be attending for a day that they are registered for, we will be able to credit your YMCA account the amount you paid for that specific day. See our website for a link to fill out 'Cancel Registration Day' and submit. **If you are registered for a day and do not attend, you will be charged a No Show Fee, equal to the program fee.** You may use this credit towards any YMCA program/payment in the future.



If you receive state assistance and pay a co-pay monthly fee, you will need to contact Noemi Soto at 309-277-1791 to see if you will have a credit.

**Collections and Late Fees** - We work with a third party when accounts are overdue. We will not be responsible for any fees from Kinum Collections if your account is turned over to them. We also are not responsible for any service fees your bank charges.

**Financial Assistance** - No person is denied care due to the inability to pay fees. The Y provides assistance on a sliding fee scale and we also accept state agency payments. We must have this information and application before May 15th to qualify for assistance. Families may only be on YMCA Assistance or State Assistance (cannot use both at one time).

**State Assistance** - If you are wanting to apply for assistance from Child Care Resource & Referral, please contact them at 309-205-3070 option #2. You will be sent a packet of information to fill out and once it is completed, please turn in the paperwork to the YMCA. *The front desk staff will give you a form with further registration instructions.*

While your application is being processed, you can choose to wait for your results from the state or the Y can work with you to have your child start. If you would like your child to begin attending camp, you will need to pay a \$50.00 deposit per family for the whole month. You can call and speak with Victor Martinez or Noemi Soto at 797-3945 to help you get registered for the days of attendance. Please note that if you are not covered by the state and are denied coverage, you are responsible for all fees.

If you are approved for assistance from the state, you will need to call the front desk of the YMCA at 797-3945 to register your child for camp days of attendance. You will be responsible for paying your co-payment, before you can register. Once the co-payment is paid, you can then register for all available dates for that entire month.

Please be specific when letting the YMCA staff know of the days you need your child to be registered. I understand that it is my responsibility to check my Daxko account to verify that the dates that my child(ren) are registered for are correct. If they are not, then it is my responsibility to call the front desk of the Two Rivers YMCA to update my child's registrations.

If you are registered for a day and do not attend, you will be charged a **No Show Fee**, equal to the program fee.

Once registered, you will be emailed the Agreements/Waivers of our Summer Camps for you to read and sign. Please note that if I do not sign the waivers sent to me through my email, then my child(ren)'s registration will be cancelled. These signatures must be signed before my child(ren) attends camp.

*Due to current state guidelines, when parents submit state paperwork they must also submit a copy of their child's immunization records.*

## **Two Rivers YMCA**

**Moline-East Moline YMCA**  
**2040 53rd Street**  
**Moline, IL 61265**  
**309-797-3945**

**Spirit, Mind & Body Center**  
**1811 53rd Street**  
**Moline, IL 61265**  
**309-236-9625** (program hours)

**BTween Director** (4th-6th grades)

Cami Ill 309-277-1785

[cill@ymcatr.org](mailto:cill@ymcatr.org)

**BTween Coordinator -**

Abby Verhaeghe 309-277-1790

[averhaeghe@ymcatr.org](mailto:averhaeghe@ymcatr.org)

**Strength & Values Director** (2nd-3rd grades)

Shannon Flynn 309-277-1789

[sflynn@ymcatr.org](mailto:sflynn@ymcatr.org)

**Strength & Values Coordinator -**

Kayla Holdsworth 309-277-1788

[kholdsworth@ymcatr.org](mailto:kholdsworth@ymcatr.org)

**Small Wonders Director** (K-1st grades)

Shannon Flynn 309-277-1789

[sflynn@ymcatr.org](mailto:sflynn@ymcatr.org)

**Small Wonders Coordinator -**

Celeste Jimenez 309-277-1788

[cjimenez@ymcatr.org](mailto:cjimenez@ymcatr.org)

**Child Care Accounts Receivable  
Processor -**

Noemi Soto 309-277-1791

[nsoto@ymcatr.org](mailto:nsoto@ymcatr.org)

Thank you and we look forward to a great summer!