



Dear RMYD Camp Parents,

Thank you for selecting our Ra Messu-t Youth Development (RMYD) summer camp program this summer. We are confident that your child will feel at home and be able to explore new areas of interest with us.

RMYD's primary goal is to offer your child a safe and fun atmosphere where children feel comfortable to explore activities in a warm and nurturing environment. Through our safe, age-appropriate activities, children develop positive self-esteem while having FUN!

RMYD requires that our summer camp staff have experience working with children in various capacities, as well as possess degrees in education, a related field, or currently attend high school or college as camp counselors.

Communication is the key to a successful program. If you have any questions or concerns throughout the summer, please do not hesitate to contact your Camp Director by phone at 773-887-2224 or by email, info@ramessut.org. Your input ensures that we are meeting everyone's needs.

Once again, welcome to RMYD summer camp! Please keep this handbook to use as a guide throughout the summer.

Yours truly,

Ra Messu-t Youth Development (RMYD) Team

Table of Contents

- I. *Program Description*
 - A. Description of Camps
 - B. Philosophy
 - C. Purpose
 - D. Statement of Non-Discrimination
- II. *Daily Program Procedures*
 - A. Child Release Policy
 - B. Breakfast Lunch and Snack
- III. *Child Guidance and Related Policies*
 - A. Child Guidance Policies
 - B. Equipment Policy
 - C. Prevention of Child Abuse and Neglect
 - D. Suspension and Termination
- IV. *Health, Safety and Nutrition*
 - A. Clothing
 - B. Illness/Coronavirus procedures
 - C. What to Bring to Camp
 - D. What NOT to Bring to Camp
- V. *Parent Involvement and Communication*
 - A. Open Door Policy
 - B. Communication
 - C. Parental Input

I. Program Description

Ra Messu-t Youth Development

RMYD's mission is to cultivate young minds for excellence and success by providing support, opportunities, and positive challenges for children and teens, ages 5-14 years old. This program focuses on the core life concepts of: Character, Respect, Education, Discipline, Leadership, Health and Fitness, Teamwork, and basic life skills. Components include quality mentoring, youth leadership training, and recreation and sports activities.

Our summer program, will keep children learning through active play and recreational sports. We will have an end of the year celebration for children and parents. It is our way of celebrating all of the fun and hard work the children have experienced throughout the camp.

Philosophy

RMYD's Camp provides a "child centered" curriculum consisting of activities that are age appropriate and appealing to children. Children are encouraged to participate in activities that allow them to experience and learn new and exciting things.

Purpose

To provide a relaxed, trusting, and intimate atmosphere where children are encouraged to pursue their own interests; develop friendships; gain self-confidence; become more independent; and develop life skills. To provide the highest quality camp programs where parents feel confident that their child is safe, healthy, and happy during the summer.

Statement of Nondiscrimination

RMYD does not discriminate in providing service to children and their families on the basis of disability, race, religion, cultural heritage, political beliefs, marital status, sexual orientation, national origin, or primary language spoken.

II. Daily Program Procedures

Child Release Policy

Camp will operate from 7:45 AM until 4:30 PM; Aftercare 4:30-6:00 PM.

Picture Identification must be shown at pick-up to ensure the safety of every child in attendance. Even if staff members become familiar with you and all authorized pick up persons, you will be asked for identification to cross reference names on your child's registration forms. Your child will only be released to authorized individuals. Please inform all persons who will pick your child up to carry photo identification. Any changes or additions to your authorized pick up list must be in writing and dated.

Parents must pick up their children no later than 4:30 PM (6:00 PM if they have paid for aftercare). If the parent is unable to pick up the child on time at 4:30 PM (6:00 PM if they have paid for aftercare) the parent should notify the individual designated for emergency pick up. Parents will be charged \$5 per minute beyond 4:30 PM (6:00 PM if parent has paid for aftercare). Late fees are due to be paid the next day the camp is in session. The child's emergency contact will be phoned at 5:00 PM (6:30 PM if they have paid for aftercare) if the parents have not contacted the program. An Incident Report will be filed if a parent is more than 15 minutes late.

Breakfast and Lunch

RMYD and FS has partnered together to provide a nutritional breakfast and lunch to your child on a daily basis. Breakfast will be served from 8am to 9am and lunch from 12 pm to 1pm. If you plan to bring your child(ren) to camp after 9am, please make sure that he/she has eaten breakfast.

Snacks

Parents are required to provide a non-perishable snack for your child. Snack time is from 2:30pm to 3:00pm.

III. Child Guidance and Related Policies

Child Guidance Plan

RMYD summer camp staff and administration provides children with guidelines for appropriate behavior and rules to follow while enrolled at camp. We encourage positive actions through positive reinforcement and close supervision. Our main goal is to keep the children safely involved in activities so the inappropriate behavior is limited. Special modifications may be made to adapt to a child's needs. If your child has an Individualized Educational Plan (IEP), it is beneficial to inform the Director of your child's special needs so that modifications can be implemented. The following steps are followed if inappropriate behavior occurs:

1. The child is spoken to privately in a firm but gentle manner regarding the unacceptable behavior.
2. If the said behavior continues, the child is removed from the activity for a cool down until both the instructor and the counselor feel the child is ready to return.
3. If the said behavior still continues, the child will be directed into a different activity area for a period of time to be determined by the instructor.
4. If the said behavior still continues, the child will be taken or directed to the Director's office for a period of time-determined necessary by Director.
5. If the said behavior still continues, the child's parent will be called or spoken with before departing for the day. Also, a Behavior Report will be filed at that point.
6. An Incident Report will be filed when there is evidence of property destruction, injury to an individual, forcefully touching an individual, foul language, disobedience to camp staff and other inappropriate behavior.
7. Three incident reports during your child's stay at camp will result in suspension from camp. The fourth incident report will result in a two-day suspension from camp. The fifth incident report will result in termination of service from camp.
8. A child may be terminated from camp without prior notice to the parents under the following conditions:
 - a. A child injures another individual requiring medical attention.
 - b. A child displays violent, uncontrollable behavior that will put others in the program at risk.

c. A child is engaged in fighting activities.

** No child will be suspended from camp without the consent of the Camp Director. All efforts will be made to work with the parents and the children on all behavior issues. All Incident Reports are written and reviewed by the Camp Director before a parent is notified.

** Behavior incidents will never be dealt with in a demoralizing, humiliating, or abusive manner. No child shall be subject to abuses of neglect, cruel, unusual, severe, or corporal punishment including: punishments which subject a child to verbal abuse, ridicule, humiliation, denial of food, use of bathroom facilities, punishment for soiling, wetting, or not using the toilet.

** Staff members shall not be subject to verbal or physical abuse by a child enrolled in camp, or by their parent, including but not limited to, cruelty, humiliation, foul language, and ridicule. If this occurs, an Incident Report will be filed.

Suspension and Termination Plan

The following conditions may warrant a suspension or termination from RMYD summer camps. (Please refer to the Child Guidance Plan for more details.)

1. Three incident reports on file.
2. Two incident reports filed per session.
3. A child brings harm to another child or staff person resulting in injury requiring medical attention.
4. Unpaid tuition
5. Failure to follow camp rules.
6. Late pick-ups.

Please Note: No camp fees reimbursement will be applied if the child is suspended or terminated from camp.

Prevention of Child Neglect and Abuse

All children who attend camp shall be protected from abuse and neglect. Any suspected case of abuse or neglect will be reported in writing with factual information and observation from camp staff to the Camp Director immediately. All cases of abuse or neglect will then be reported to the Department of Children and Family Services (DCFS) immediately. Camp staff is mandated by the State of

Illinois to report any suspicions of abuse or neglect to the Department of Children and Family Services (DCFS).

RMYD summer camps will cooperate in all investigations of abuse and neglect by identifying parents of children currently or previously enrolled in the camp programs to any agency or person specified by the State necessary to prompt investigation of all allegations and protection of the child or children.

Any staff member who is under investigation will be removed from direct care responsibilities until the Department of Children and Family Services (DCFS) investigation is complete. If the investigation proves that the complaint is valid, the staff member will be dismissed immediately.

Equipment Replacement Policy

If a child breaks or damages RMYD property (toys, games, water equipment, sports equipment, furniture, doors, windows, etc.) through improper use, the Camp Director will meet with the parents and decide upon one of the following consequences:

1. The parent will purchase replacement item.
2. The parent will replace the item with something similar if applicable.
3. The item is sent home for repair.

IV. Health, Safety, and Nutrition

Clothing

Please ensure that your child is properly clothed for camp each day. We suggest shorts, t-shirts, and sneakers. Flip-flops, bathing suits, and towels should be packed for water park field trips only.

Secondary Students Dress Code

- Pants and shorts should be worn at the waistline without the necessity of support whether or not a shirt is worn tucked in or out;
- Shorts, dresses or skirts will be 3 inches from the top of the knee; leggings may be worn under approved dress code garments only;
- Shirts or tops must cover the full shoulder and any personal undergarments. Tank tops and spaghetti straps are not allowed unless worn with a cover shirt. Backless shirts or dresses and tops that expose the midriff areas are not allowed;
- The neckline of any shirt must limit exposure of the body as determined by camp officials;
- Clothing, jewelry, buttons, or other items which encourage the use of drugs, tobacco, alcohol, or violence or encourage the discrimination of a particular group are not allowed;
- Bedroom slippers and/or sleeping garments are not allowed on school grounds or during camp functions;
- Two-piece bathing/swim suits, where the top doesn't come to the lower stomach, are not allowed during our water park camp functions;
- Students are not allowed to wear clothing that identifies, or could identify them, with a certain group or gang.

Field Trips

All campers are required to wear camp T-shirts to all field trips without exception. A camper who doesn't bring a camp T-shirt to field trip will be provided a shirt billed to parent. If the problem persists, the camper will not be allowed on field trips.

Illness Policy

Due to the coronavirus, if a camper is displaying any of the symptoms below before attending camp they must stay home.

If a camper's temperature is above 99.5 on arrival they will not be allowed to stay at camp that day. No reimbursements will be applied.

If a camper displays any of the symptoms while at camp they will be quarantined and the parent/emergency contact will be called for immediate pickup.

- Fever (99.5 or higher) or chills
- Cough
- Shortness of breath
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea.

In addition to the above The Camp Director will ask you to pick up your child as soon as possible in the event of the following illnesses: has an unidentifiable rash or symptom, has diarrhea or vomits. If you are unreachable, the Camp Director will immediately call individuals on the emergency contact list to pick up your child. Your child will rest in the program office until he/she is picked up. If any of the above symptoms occur, we ask that you keep your child home for a 24-hour period.

All medical needs such as medical conditions, medications, allergies or special needs should be clearly stated on the registration form. Open communication helps us create a successful environment for every student. Staff may provide basic first aid but do not administer medication of any kind to campers.

COVID-19 RELATED POLICIES

- Group sizes will be implemented in accordance with Chicago Department of Public Health (CDPH) guidelines. Staff to camper ratio is currently set at 1:20.
- Registration will be done by age group (ex. 6-7, 8-10, 11-14) to ensure campers are with kids their age. Children will only be with their group throughout each day of camp.
- Campers must practice social distancing.

- Campers will be required to wear their own face covering/mask during camp.
- Campers must attend camp in good health. If any symptoms present, the child will be isolated and a parent will be called to take the child home.
- For further information on the City of Chicago's COVID guidelines visit <https://www.chicago.gov/city/en/sites/covid-19/home/reopening-business-portal/business-guidelines.html#cds-tabs-1237268136-10>

What to Bring to Camp

1. Labeled sunscreen with an SPF of 30 or higher is required. Children should arrive at camp with sunscreen applied.
2. A change of clothes in case of an accident or soiling of any kind.
3. A good attitude.

What Not to Bring to Camp

1. Electronic Devices. (phones, ipads, ipods, etc.) All latchkey kids must check-in mobile devices with Camp Director and are able to pick up at the end of camp day or at pick up time. All mobile devices not turned in to Camp Director will be confiscated and returned to parents at the end of the day.
2. No weapons or replicas of weapons of any kind will be tolerated.
3. Anything that you do not want to lose or share.
4. Peanut, tree nut or shell fish products.

V. Parent Involvement and Communication

Open Door Policy

RMYD summer camp have an Open Door Policy that allows parents or perspective parents to check in at the office and visit the camp at any time. We encourage parental involvement, participation, and suggestions.

Parent Communication

Please feel free to make an appointment to discuss questions, concerns, or suggestions you may have about our program or your child's participation in our program with the Camp Director.

Announcements, newsletters, and items of general interest will be sent via email or handed out at the end of the camp day.

Parental Input

The RMYD summer camp staff is here to meet the needs of each family. If you feel that we have been unable to do so, please seek out the Camp Director to discuss your concerns.

Payment Policy

Camp fee must be paid prior to you child arriving on Monday morning. RMYD encourages that payments be made via the RMYD website before 6pm on Saturday by credit card or debit. If payment is not received by Monday morning, your child will not be allowed to enter the camp until payment is received. RMYD will only accept payment by credit card or money order.

Refund Policy

RMYD does not refund or prorate for days your child does not attend the camp. We do not transfer credit for field trips missed.

PARENT ACKNOWLEDGEMENT FORM

I hereby acknowledge and confirm that I have received and read the 2022 **Ra Messu-t Academy of Higher Learning (RMHL)** and **Ra Messu-t Youth Development (RMYD)** Summer Camp Parent Handbook. I understand and agree to comply with the policies stated in the Handbook. I understand that if I have any question about any program policy, I should immediately consult with the Camp Director, as any violation of the policies in this handbook may result in termination of my child(ren) attending the RMYD summer camp.

Parent Signature: _____ Parent Signature _____

Printed Name: _____ Printed Name _____

Date: _____

Child 1

Child 2

Child 3

Child 4

Camp Director Signature: _____

Printed Name: _____

Date: _____