

Park District of Forest Park

Summer Camp

Parents' Guide

2019



Summer Day Camp 2019

Welcome to the Park District of Forest Park Summer Day Camp Program. We are happy that you chose our program for your child this summer. The following information will help answer any questions you may have regarding Summer Day Camp. If at any time you have any questions, please do not hesitate to call the Day Camp Staff or Recreation Supervisor Danette Krejewski

Park District of Forest Park Summer Day Camp Goals

1. Each participant receives meaningful, enjoyable and satisfying leisure time activities in a camp atmosphere.
2. Each participant learns how to work and play as a member of a group without sacrificing individuality.
3. Each participant enhances personal growth, emphasizing confidence-building, high self-esteem, and acceptance within a group, independence and resourcefulness.
4. Each participant develops healthy habits, a sense of fair play and respect for equipment and property.
5. Each participant develops an appreciation for the environment.

IMPORTANT SUMMER DAY CAMP INFORMATION

SESSIONS

There will be ten regular sessions of summer camp, each a week long. The dates for each will be as follow:

- Session 1: June 10 - June 14
- Session 2: June 17 – June 21
- Session 3: June 24 – June 28
- Session 4: July 1 – July 5 (no camp on July 4th)
- Session 5: July 8 – July 12
- Session 6: July 15 – July 19
- Session 7: July 22 – July 26
- Session 8: July 29 – August 2
- Session 9: August 5 - August 9
- Session 10: August 12- August 16(no field trip)

Regular Day Camp Hours are 6:30am-6:00pm.

PHONE NUMBERS TO KNOW

Day Camp Staff	(708) 771-7381
Administrative Office	(708) 366-7500 x 10
Danette Krajewski	(708)366-7500 x 13

PAYMENT

Payment is due at time of initial registration. Camp fees are NOT prorated. No refunds or credits will be issued for missed days.

REGISTRATION DEADLINES

All registrations will be processed at the Park District's Administrative Office. All children, both new and returning families, must be fully registered by the Friday before **each** session begins. To be considered fully registered, all paperwork must be complete and fees must be paid in full. A \$10.00 administrative fee will be charged to anyone wishing to complete registration after the deadline.

EMERGENCY FORMS

Each participant must have an emergency form on file with the Summer Day Camp Director. A form is attached to this guide. *This form must be completed at the time of registration.*

If there is ever a change that needs to be made to your child's emergency information, please let us know immediately. It is important that this information be as current as possible.

RETURNED CHECKS

There will be a \$25.00 charge for any returned checks. After **TWO** returned checks, your check writing privileges with the Park District will be revoked.

ATTENDANCE

If your child will not be attending camp, we would appreciate a call at 708-771-7381. Please leave a message on our voicemail if you call before or after hours. No refunds will be given for missed days or vacation.

CAMPER RELEASE FORM

In the back of this guide, you will find a form that you must fill out regarding who is authorized to pick up your child from camp. Please list ALL names and phone numbers on the lines provided. If the information you provide to us changes please notify us in writing immediately. **Your child will not be released to anyone whose name is not included on the form (parents excluded) and identification will be required.** Also if there is anyone who IS NOT permitted to pick up your child please list them on this form and label it clearly. This form must be completed at the time of registration

DROP OFF AND PICK UP

Summer Day Camp will be held at the Day camp Building (Building 4), located behind the tennis courts. The Day Camp staff is on duty approximately 5 minutes before the start of camp. Please do not drop off your child any earlier. Each child must be signed in by a parent when he/she arrives at camp. At the end of camp children will not be released to anyone but their parents unless we have received a phone call or note from the parent. The only other people who will be allowed to pick up campers are those people listed on the "Camper Release Form" provided in this guide. Please do not be offended if the staff asks for identification; they are only looking out for your child's safety. Parents must sign their child out at the end of the day.

A late fee of \$1.00 for every minute will be charged if you are late in picking up your child. If you know you are going to be late, please call us at Day Camp to let us know. Excessive late pick-ups may be cause for your child's dismissal from Summer Day Camp.

In the interest of the safety of our children, we must ask that parents observe the traffic signs posted in the Park when dropping off and picking up children. Please do not enter the Park from Hannah Avenue; Sansone Drive is a **one-way** street exiting the Park. Also please note that stop signs are posted both on Ken Stange Drive and Sansone Drive. Failure to observe posted signs may result in you being ticketed.

MAILBOXES

Each family will have a "mailbox" where staff will place written communications for parents. The mailboxes are actually hanging file folders and will be arranged alphabetically by campers' last names. Mailboxes will be located on the counter next to the sign-out. *Please be sure to check your mailbox daily for important messages and announcements.*

HEALTH

If your child is sick please do not send him to camp. In the case of any communicable disease (Chicken Pox, Lice, etc.) please contact the Camp Director immediately for the health and safety of others. We will notify all parents of any communicable disease.

MEDICATION

If your child is on medication, it is preferable that doses be taken before and/or after camp; however, we realize that this is not always possible. If your child requires medication while at Camp, the Park District adheres to a specific policy and a form authorizing the dispensing of medication is **required**. Please ask the Summer Day Camp Director for this form or request it from the office staff when registering. Absolutely no medication, including over-the-counter medications, is allowed at Day Camp unless the required paperwork is submitted.

SPECIAL NEEDS

The Park District of Forest Park Summer Day Camp will comply with the Americans with Disabilities Act (ADA), which prohibits discrimination on the basis of disability. The Park District of Forest Park Summer Day Camp will make reasonable accommodations to enable participation by any individual with a disability who meets the essential eligibility requirement for Summer Day Camp. If your child will require any special accommodations, please contact Steven Thomas, Assistant Director at least two weeks before the session begins so that special arrangements can be made.

DISCIPLINE

In order to provide a safe and fun Summer Day Camp for your child, certain rules have been established. On the first day of camp, campers learn the rules and are responsible for following them. Summer Day Camp will also follow the Positive Behavior Interventions & Supports System in conjunction with the Forest Park Public School District 91, the Community Center, The Forest Park Public Library, The Forest Park Police Department and the Village of Forest Park. This program supports positive behavior and consists of several levels to encourage and teach appropriate and positive behavior in in your child's environment.

If a child is disruptive to the camp, however, a warning and a time-out will be given. Parents will be notified of any behavior problems in person or by phone. A Behavior

Code of Conduct and an example "Behavior Report" form are attached to this guide. Please be aware that the issuance of five "Behavior Reports" will result in your child's dismissal from camp *without refund*.

WHAT TO BRING

Please bring these items to camp every day and put your child's name on all of their belongings.

- Bagged lunch (unless participating in our lunch program)
- Daily snack
- Swimming suit and towel
- Sunscreen
- Water bottle
- A smile ☺

Unless otherwise noted, campers should bring a lunch on field trip days. If your child is not enrolled in the free lunch program, he/she must bring a non-perishable lunch every day. If your child is enrolled in swim lessons or plans to go to free swim from 12:30 pm -3:00 pm, he/she should also bring a swimsuit, towel, and sunscreen with them on a daily basis.

Please see field trip permission slips, session schedules and other notes for additional items which may need to be brought on certain days. Please have your child dress appropriately for an active day. This is day camp, children are supposed to get dirty. All belongings that are brought to camp must fit in a bag.

PERSONAL BELONGINGS

Children will be assigned an area in which to keep their belongings. Each Day Camper is provided with a Day Camp bag and we ask that you pack your child's belongings accordingly. Their belongings for the day must fit in this bag. Because space is at a premium, we ask that you do not send big, bulky backpacks with your child. Remember, the only things your child really needs to bring are swimming supplies and a lunch, if needed. Games and toys from home are not necessary. In fact, we prefer that you leave them at home so they do not get lost or broken. **The Park District of Forest Park will not accept responsibility for lost or damaged personal items.**

WHAT NOT TO BRING

-*Cell phones: Camp is a place for developing independence, social interaction and play. Cell phones directly interfere with these goals, if we see a cell phone out we will confiscate it until the parent picks it up.*

-Game-boys, iPods, etc.

-Expensive toys or other items of value

-Any unauthorized medications: all medicine, including over-the-counter medications, must be registered with camp administrative staff. This will ensure that your child receives proper dosages at correct times. Please be sure to complete a Medication

Dispensing Information form and ask for a copy of the Park District's Dispensing of Medication Procedures. These forms are available through the Administration Office or you may request them from Day Camp staff.

LUNCH

The Park District participates in a free lunch program through the State of Illinois. We will be providing healthy lunches with milk as a beverage to those who elect to participate in the program. If you sign your child up for this program, please be aware that they will be served a lunch every day even if they have brought their own. If you decide not to participate in this program your child must bring a lunch every day. Due to lack of space, lunches from home cannot be refrigerated. If you will be providing lunch for your child, please be sure to include a beverage and please make sure the lunch is labeled with your child's name. **Due to the recent number of participants that are severely allergic to peanut products we ask that you please refrain from sending children to camp with food containing peanut products.**

SOMETHING TO LOOK FOR

At the beginning of each session a schedule will be sent home with your child. The schedule will inform parents of upcoming events such as field trips or special events, as well as, the activities planned for the following week. Please pay special attention to the schedules, as they will make you aware of any extra things your child may need to bring to camp on certain days.

SWIMMING LESSONS

If you register for swimming lessons at the same time you register for Summer Day Camp, you will receive the discounted rate of \$32.00 per session for More for 4 and the Learn to Swim program. All campers who register for swimming lessons will attend swimming lessons each morning of the weeks for which they are registered for camp. Children will not attend lessons on field trip days. Please be sure your child is prepared with a swimsuit and towel daily for their lessons. We also highly recommend that they bring sunscreen. Staff will be available to assist children in putting on sunscreen. If there is a day you would not like your child to participate in swim lessons, please write a note and leave it with a day camp counselor that morning.

PLEASE NOTE: We will not enter the pool during swim lessons on cold (69° or below) days, but may host a safety day on days when inclement weather occurs. Cancelled days will be made up.

POOL

The Day Camp staff will go to the pool daily when they are not attending a field trip. Participants must bring a swimsuit and a towel. We also very highly recommend that children bring sunscreen. At the beginning of the summer all campers will be swim tested prior to attending the pool. Campers determined to need assistance when

swimming will be identified with a wristband on a daily basis. This will allow lifeguards and other camp staff to easily determine if a child is capable of being in deeper water. All new campers will be tested prior to their first day at free swim.

SUN AND WATER SAFETY

Please apply sunscreen to your child prior to their arrival at camp. Encourage your child to continue applying sunscreen throughout the camp day. We will monitor sunscreen application at regular intervals throughout the day. If your child has a tendency to get sunburns, let the staff know and be sure to send any special sunscreen your child may need.

Campers will swim regularly at the Park's pool and may take field trips to other water parks. All swimming will occur with lifeguards present for the duration of the swim period. Additionally, we provide camp staff to monitor swimming areas during swim time.

SAFETY POLICY

Our policies have been created in the best interests of all children enrolled in camp programs. Although all active recreational programs carry an inherent risk, adherence to the following rules by staff, parents and children alike will provide the safest environment for your child;

- Campers will be supervised at all times.
- Campers will be escorted to and from camp each day by a parent or authorized adult.
- Telephones are for adult use only. Campers may only use phones under supervision and with permission of an adult.
- All staff is trained in emergency and evacuation procedures.
- All staff is trained in emergency first aid and CPR procedures.
- Reports are completed for any accident or incident occurring during camp hours. Parents will be asked to sign or initial these forms at pick-up. If an accident or incident requires immediate attention, parents will be contacted at the time of the incident.
- Our camps are frequently guests in public places. In addition to park rules, we must abide by all rules and policies established by the organization we are visiting.
- Staff members are required by law to notify camp administration of suspected child abuse or neglect.
- A photo will be taken of each participant and kept on file with their emergency form. This photo will be kept for this season only to be in the event it is needed for safety reasons.
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FIELD TRIPS

Field trips are an important part of Summer Day Camp. The trips are **mandatory** and are included in the cost of camp; however a separate waiver must be signed for children to go on the trips. All children and staff will attend all field trips. No refunds will be given for missed field trips.

On field trip days, campers may be asked to wear a camp shirt (provided by the Park District). These shirts should be removed after returning to camp at the end of the field trip so that they can be washed and ready to use for the next trip.

LIBRARY PARTNERSHIP

The Park District of Forest Park and the Forest Park Library have partnered up this summer to provide additional programming for our Summer Day Camp participants.

SUMMER SCHOOL

If your child needs to be dropped off and/or picked up from summer school at a District 91 (Forest Park) school, please let us know in advance. There is a form you can fill out in this packet which will be placed in your child's file to alert us that we need to arrange transportation.

IMPORTANT INFORMATION ABOUT GROUPS & COUNSELORS

Prior to the start of each session, The Day Camp children will be divided into groups based on their age and grade they will enter in school in August. Each group will have approximately 20 children and 2 counselors. The purpose of these groups is to provide children with the best possible Day Camp experience by keeping them with other children their own age. It is important for your child to cooperate with their counselors and fellow campers at all times. Please discuss this with your child prior to the start of camp.

Since the group counselors will be responsible for the campers in their group, we ask that you speak with them directly regarding any special arrangements, sunscreen instructions, etc. If there is an emergency or a problem with a counselor, please contact the Day Camp Director or Steven Thomas, Assistant Director immediately.

DAY CAMP COOKOUTS AND POOL PARTIES

There will be three Day Camp cookouts this summer. These have already been accounted for in the cost of camp. These parties will include a two-hour pool party followed by lunch. Lunch will consist of 1 hot dog, 1 bag of chips and a Kool-Aid type drink for each child. If your child will require a larger lunch, please provide him/her with an additional snack.

Campers will be allowed to bring pool floats and rafts, pool toys, and swim noodles to these pool parties. Please label any items brought to the pool parties with your child's name.

CONTRACT

On the last page of this manual is a contract which should be signed by both you and your child after you have read this guide. The contract states that you have read and understand all of the material in the Parent's Guide and have explained to your child any rules they need to know.

Thank you for taking the time to read this guide. We provide this information to help ensure that your child has an enjoyable summer experience full of wonderful memories.

THE BEHAVIOR CODE OF CONDUCT PARK DISTRICT OF FOREST PARK KAMP KIDDIE/DAY CAMP/FUNCAMP PROGRAM

In keeping with our program goals, we encourage fun for all of our participants however, certain rules are necessary to ensure everyone's safety and enjoyment. For this reason the Park District's Kamp Kiddie/Day Camp/FunCamp programs have adopted the following rules and procedures.

BEHAVIOR

Participants are expected to exhibit appropriate behavior at all times.

RULES

- 1.) Show respect to all participants and staff.
- 2.) Refrain from using foul language.
- 3.) Refrain from causing bodily harm.
- 4.) Show respect to equipment, supplies and facilities.
- 5.) Think safety first and follow instructions.
- 6.) Physical violence will not be tolerated.
- 7.) Ball playing will not be permitted indoors.
- 8.) Running will not be permitted indoors.
- 9.) Children will stay in front of the counter at all times unless instructed otherwise by a staff member.

DISCIPLINE

A caring positive approach will be used regarding discipline. Park District of Forest Park staff will review rules and explain consequences at the beginning of each new program. Each situation that arises will be evaluated on its own merit.

PROCEDURES

- 1) If there is a conflict between two campers, neither one should resort to physical violence, but if one does, the other is to report it to a counselor immediately, they should never fight back. Once it is reported, the counselor will handle the situation; campers should not take these matters into their own hands. If the second camper does resort to physical violence rather than report the situation to a counselor, he/she will suffer the same consequences as the instigator, which will more often than not be a behavior report.
- 2) Time-outs are generally 5 minutes*, not 2-5 minutes.
- 3) After 3 time-outs in one day, or a seriously inappropriate action has been made by a child, a Behavior Report will be written up which will be given to the parent to be signed immediately. The parent may request a copy of the Behavior Report if desired and will receive it the following day.

PLEASE NOTE: If there is an extreme behavior problem (ex: physical violence or excessive disruptive behavior), parents will be contacted by the Kamp Kiddie/Day Camp/FunCamp/Teen Camp staff or

Assistant Director and will be required to pick up their child from camp immediately. **The Park District reserves the right to dismiss a participant whose behavior endangers his/her own safety or the safety of others.**

- 4) After the child's 4th behavior report his/her parents will be contacted by the full-time program Supervisor.
- 5) FIVE behavior reports are grounds for dismissal from Kamp Kiddie/DayCamp/FunCamp **NO EXCEPTIONS** will be made!

* Unsatisfactory behavior during time-out will result in a longer time-out.