

FunCamp 2020-2021

After School Recess/Fun Camp

Welcome to the Park District of Forest Park FunCamp program. We are happy that you chose our program for your child. The information in this manual will help answer questions you may have regarding our program. If, at any time, you have concerns or any questions, please do not hesitate to contact our FunCamp staff or our Recreation Supervisor.

Park District of Forest Park FunCamp Goals

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

Because FunCamp is a school-year program, it is also our goal to reinforce attitudes and values learned at school.

IMPORTANT FUNCAMP INFORMATION

CALENDAR

School-year FunCamp Afterschool recess runs from Tuesday, AUGUST 25, 2020 through Wednesday, June 5, 2021. Our calendar is based on the School Calendar of the Forest Park Public Schools District No. 91.

*IMPORTANT NOTES:

FunCamp will be closed on Monday, September 7th – Labor Day
Thursday & Friday, November 25th & 26th – Thanksgiving
Friday, April 2nd – Good Friday
Monday, May 31st – Memorial Day
Additional days may be added at the Administration's discretion.

Participation in FunCamp does not guarantee participation in our Summer DayCamp program. Please watch for information concerning Summer DayCamp registration in the spring.

PHONE NUMBERS TO KNOW

DayCamp Building #4
Administrative Office

(708) 771-7381
(708) 366-7500

EMERGENCY FORMS

Each participant must have an emergency form on file with the FunCamp staff. 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 form, please let us know immediately. We need all of this information to be as current as possible should an emergency arise.

AFTERSCHOOL RECESS FUNCAMP FEES

After Remote Learning \$65.00 per week - Resident
\$75.00 per week - Non-Resident
\$25.00 per day - Resident
\$30.00 per day - Non-Resident

PAYMENT INFORMATION

☑ Payment is due weekly on the Friday prior to attendance for the following week as listed on the FunCamp registration form.

☑ **YOUR CHILD WILL NOT BE ALLOWED TO ATTEND AFTER SCHOOL RECESS IF PAYMENT HAS NOT BEEN MADE PRIOR TO ATTENDANCE.**

☐ Late Fees: \$10.00 per week will be applied to any and all payments received after the listed due dates.

HALF AND FULL DAYS OFF SCHOOL **are** included in the weekly fees, no adjustment will be made if your child does not attend days off.

All children must be registered at the Administrative Office. To be considered fully registered, all paperwork must be complete and fees must be paid in full. All registrations will be processed at the Park District's Administrative Office. It is the responsibility of the parent and/or guardian to become familiar with the Park District's payment deadlines. The Park District is **NOT RESPONSIBLE** for any child not fully registered for our program. *Alternate payment arrangements may only be approved through the Administrative Manager.*

After initial registration payments may be made:

- *at the Administration Building or Roos Recreation Center with cash, check, Visa, Mastercard, Discover or American Express.*
- *or through our "AutoPay" plan with a Visa, Mastercard, Discover or American Express.*
- **PAYMENTS WILL NO LONGER BE ACCEPTED AT BUILDING 4 - DAY CAMP**

Fees are not prorated. No refunds or credits will be given for days not attended.

Please keep the attached copy of the FunCamp Registration Form with payment schedule for your reference.

****AutoPay Plan information:**

- Participants must complete an AutoPay registration card providing debit/credit card information and indicating whether they will be participating in AM, PM or both.
- Weekly payments will be processed each Friday.
- Any changes for debit/credit card information must be made in writing at the Administrative Office.
- Weekly payments will be made in advance.
- Declined transactions will be attempted a second time the following business day. Participants will be promptly notified of any twice declined transactions and will be required to promptly make alternate payment. A \$10.00 late fee will be assessed for any weeks not paid by the first day of attendance. Excessive declinations will be cause for removal from the plan.
- Please contact the business office at 708-366-7500 or swood@pdofp.org for any AutoPay related questions or issues.
- **YOUR CHILD WILL NOT BE ACCEPTED IF PRIOR PAYMENT HAS NOT BEEN MADE.**

RETURNED CHECKS

There will be a \$25.00 charge for any returned checks or charged back charges. After **TWO** returned checks, your check writing privileges will be revoked.

ATTENDANCE

If your child will not be attending recess, we would appreciate a call at the DayCamp Building (708) 771-7381. You may leave a message on our answering machine or with the Administrative Office (708) 366-7500 if you call before or after hours. (No refunds or credits will be given for missed days or vacation.

DISCIPLINE

In order to provide a safe and fun camp for your child certain rules have been established. On the first day of camp the campers learn the rules and are responsible for following them. If a child is disruptive to the camp, 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.

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 for you. 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). 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

The FunCamp staff is on duty approximately 5 minutes before the start of camp. Please do not drop off your child any earlier. After School Recess begins at 3:00 pm. Each child must be signed in by a parent when he/she arrives at camp. After School Recess ends at 6:00 pm. 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 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!!!!**

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 your being ticketed.

A late fee of \$1.00 for every minute after 6:00 p.m. will be charged if you are late in picking up your child. *These fees are due at pick-up and must be paid separately from other After School Recess fees.* Because we understand that emergencies happen, the first late pick-up for campers will result in a warning. Following the warning, you will be charged. If you know you are going to be late, please call us at (708)771-7381 to let us know. Excessive late pick-ups may be cause for your child's dismissal from the FunCamp program.

MAILBOXES

Each family will have a "mailbox" where the staff will place written communication for parents. The mailboxes are actually hanging file folders and will be arranged alphabetically by the 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 them to camp. In the case of any communicable disease (chicken pox, lice, etc.) please contact the FunCamp staff immediately for the health and safety of others. We will notify all parents of any communicable disease.

Please note: if your child requires medication that needs to be taken during camp hours Medication Dispensing forms **MUST** be completed. These are available in the Administrative Office.

SPECIAL NEEDS

The Park District of Forest Park FunCamp will comply with the Americans with Disabilities Act (ADA), which prohibits discrimination on the basis of disability. The Park District of Forest Park Fun Camp will make reasonable accommodations to enable participation by any individual with a disability who meets the essential eligibility requirement for FunCamp. If your child will require any special accommodations, please contact our Recreation Supervisor Danette Krajewski in advance so that special arrangements can be made.

WHAT TO BRING ON FULL AND HALF DAYS OFF FROM SCHOOL

Each camper must bring a lunch and a smile to camp with them.

All campers should bring lunch on days off of school. If you would like your child's lunch to be refrigerated, please pack it in a *brown paper bag* OR a *plastic grocery bag* with his/her name written clearly on it. Please note that no appropriate food alternatives for lunch are kept at Building #4, so please be sure that your child does not forget his/her lunch on days

off from school.

GAMES AND TOYS

Games and toys from home are not necessary; in fact we ask that you leave them at home so they won't get lost or broken ☺

CONTRACT

The last page of this guide is a contract, which should be signed by both you and your child after you have read the guide. The contract states that you have read and understand all of the material in this Parent's Guide.

EPACT

The Park District is working with ePACTNetwork to enhance participant safety in our programs. ePACT will eventually replace paper forms, making it easier for you to share critical information with us, ensuring you can update information at any time @epactnetwork.com. Once your camper is registered you will receive an email asking you to create an account and update your information.

Due to Covid-19 these are a few changes we have made for the safety of our campers and staff.

1. All campers must bring two masks to camp. Masks will be worn indoors and when transitioning during outdoor activities.
2. Hours are: 3:00pm – 6:00pm
3. Please label any belongings, everything left behind not labeled will have to be disposed of.
4. Snacks and lunches should also be in a disposable container and should be free of nut products.
5. Sunscreen should be applied before you bring your

child to camp, if you would like us to reapply throughout the day send labeled SPRAY ON sunscreen.

6. You will receive an email asking you to update or create an ePACT account. This information is for emergency purposes. If you have not completed and submitted this information your child will not be allowed to attend camp until this has been done.

7. We will have a drive-thru pick up/drop off. Located in the Roos parking lot on Hannah. Please stay in your car, a camp staff will come to you. For pick-up please have your ID ready.

8. The drop-off will include a “symptom checker”. Campers who are experiencing any symptoms listed on the checklist will not be allowed to attend after school recess.

Thank you for registering. We are looking forward to seeing you.

If you have any additions questions please email:

daycampreg@pdofp.org

or call (708) 366-7500 x113

**THE BEHAVIOR CODE OF CONDUCT
PARK DISTRICT OF FOREST PARK
AFTERSCHOOL/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 After school /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/DayCamp/FunCamp/Teen Camp staff or Recreation Supervisor 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.

Park District of Forest Park
Behavior Report
Day Camp

Participant's Name: _____

Offense Level

Please check those that apply:

- ___ Defiance of authority
- ___ Disrespectful/abusive language
- ___ Hitting, rough or physical abuse
- ___ Throwing objects
- ___ Continuous disruptive behavior
- ___ Other: _____

Description of Incident:

Completed by: _____ (Staff) Date: _____

Parent Signature: _____ Date: _____

**Park District of Forest Park
After School Recess**

Pick-up/Drop-off Request

If your child will need transportation to and/or from remote please fill out this form.
Transportation will be provided to and from School District #91 Forest Park Public Schools only.

CHILD'S NAME: _____

WILL YOUR CHILD NEED TO BE AND PICKED UP?

_____ PICKED UP Time: _____

PLEASE NOTE: When one becomes available to you, please provide a schedule/calendar of days in session to the Day Camp Director

Please attach a recent photo of your child

**Park District of Forest Park
2020 After School Recess/Fun Camp
Information and Emergency Form**

Please PRINT all information NEATLY.

Camper's Name (first and last): _____

Address: _____

Birth Date: ___/___/___ Age: ___ Home Phone: (___) _____

Grade in School as of Aug. 2020: _____

Mother's Name: _____ Mother's Work Phone: _____

Mother's Cell Phone: _____ Mother's E-mail address: _____

Father's Name: _____ Father's Work Phone: _____

Father's Cell Phone: _____ Father's E-Mail address: _____

Alternate phone or pager: (___) _____ To whom does this belong? _____

DOES YOUR CHILD HAVE ANY MEDICAL OR PHYSICAL DISABILITIES? Yes ___ No ___

If yes, please explain:

Allergies: _____

Medication: _____

(Medication WILL NOT be administered by the staff, but it can be held in a safe place and given to the child to be taken by themselves. A "Medication Dispensing" Form must be completed for any child who needs to take medication while participating in a Park District program. Please ask the registration clerk for the form and copy of procedures.)

EMERGENCY CONTACT IF THE PARENTS CANNOT BE REACHED:

Name: _____ Relation: _____

Address: _____ Phone: (___) _____

I hereby authorize the Park District Staff to arrange for medical care for my child, _____

_____. My child also has permission to go on short walks off the premises and field trips during Camp sessions. I understand that he/she will be supervised and safety rules will be enforced.

Parent Signature

Date

PLEASE BE SURE TO UPDATE ANY INFORMATION PROVIDED ON THIS FORM AS SOON AS IT CHANGES. IT IS VERY IMPORTANT THAT OUR RECORDS ARE AS CURRENT AS POSSIBLE IN CASE OF EMERGENCY. *This form must be completed at the time of registration.

Park District of Forest Park
Camper Release Form

My child _____ may be picked up from The Park District of Forest Park Day Camp program by the following people if I am unable to pick him/her up.

Please print each person's name, phone number and relationship to the child.

1. Name: _____ Phone #: _____

Relationship to child: _____

2. Name: _____ Phone #: _____

Relationship to child: _____

3. Name: _____ Phone #: _____

Relationship to child: _____

4. Name: _____ Phone #: _____

Relationship to child: _____

DO NOT RELEASE MY CHILD TO THE FOLLOWING INDIVIDUALS:

1. _____

2. _____

Parent's signature

PARK DISTRICT OF FOREST PARK
AFTER SCHOOL RECESS CONTRACT

I _____ have read and understand all of the information presented to me in the After School Recess Parent's Guide. I have also gone over it with my child _____ and he/she fully understands it as well. In addition, we will accept all consequences that may result from behavior problems or other problems encountered After School Recess.

Parent/Guardian Signature

Parent/Guardian Signature

Child's Signature

**Park District of Forest Park
After School Recess Automatic Payment Plan**

The Park District is offering an Auto Pay Plan to allow for weekly processing of Recess fees with a debit or credit card.

- Participants must complete registration form committing to sessions in which participation is desired, as well as all other required paperwork. First week must be paid at registration.
- Participants must provide **complete** debit or credit card information for weekly processing as well as a phone number and email address for payer contact if required.
- Weekly payment will be processed each **Friday** for the following week.
- Receipts will be provided to parents on Fridays. Parents will be notified of any declined transactions and must make alternate payment by cash, credit card or debit card on Friday. Payments made after Friday will be assessed a \$15.00 late fee.

- *In order to change credit/debit cards, parents must complete a new debit/credit card information form.*
- ***Any changes to original registration (cancellation of week, transfer from one week to another, etc.) must be provided in writing and will be subject to availability. Changes and cancellations will be assessed a \$35.00 fee for each occurrence if made after May 15, 2020.***
- Any charged-back transactions will be subject to a \$25.00 returned check fee.
- Only swim lesson fees may be incorporated into the Day Camp AutoPay Program. No other programs are eligible for the Auto Pay Program.
- Any late pick-up fees must be paid in cash when due at pick-up and will not be included in the payment plan.
- Second and third child discounts will apply and will be reflected in total fees charged.

If you wish to participate in the Auto Pay Program, please provide **all** information below and attach this form to your registration.

Participant Name(s): _____

Name on Debit/Credit Card: _____

Address, City & Zip Code (for card statement): _____

Phone: _____ Email Address: _____

___ Discover ___ Visa ___ Master Card ___ AmEx Expiration Date: _____ V-code: _____

CardNumber: _____

I authorize the Park District of Forest Park to process weekly transactions in payment of Day camp fees for sessions as indicated on the attached registration. I understand that transactions will be processed on Thursday of each week for the following week. I agree that I will be responsible for all sessions indicated on registration regardless of attendance. I understand and agree to the above listed terms and conditions.

Cardholder's Signature: _____