



Streamwood Park
District

**Day Camp
Parent's
Manual**

Revised 2012

www.streamwoodparkdistrict.org

TABLE OF CONTENTS

| | Page Numbers |
|-------------------------------------|---------------------|
| General Camp Information | 2 |
| - Session Times & Dates | |
| - Camp Locations | |
| Goals of the Program | 3 |
| Program Information Form | 3 |
| Vacations | 3 |
| Absentees | 4 |
| Health | 4 |
| Lunch | 4 |
| Behavior | 5-6 |
| Drop off & Pick up | 6 |
| Special Pick up Requests | 7 |
| What to Wear | 7 |
| Camps Shirts | 8 |
| What to Bring to Camp | 8 |
| Field Trips | 8 |
| Swimming | 9 |
| Late Fees | 9 |
| Newsletters/Calendar | 10 |
| Rainy Days | 10 |
| Special Needs | 10 |
| Lost and Found | 10 |
| Birthdays | 10 |
| <i>Program Information Form</i> | <i>Separate</i> |

****The Program Information Form must be filled out and dropped off at the park district before your child starts camp.****
A recent photo of your child must be attached to the PIF form.

GENERAL CAMP INFORMATION

Kids' Quest, Explorers Camp, Sports Camp, Teen Camp and Extended Camp will follow the same session schedule listed below.

SESSION DATES

| | <u>Date</u> |
|------------------|--------------------|
| <u>Session 1</u> | June 11-June 22 |
| <u>Session 2</u> | June 25-July 6* |
| <u>Session 3</u> | July 9-July 20 |
| <u>Session 4</u> | July 23-August 3 |
| <u>Session 5</u> | August 6-August 17 |

*No camp July 4 (appropriate deductions available at registration)

Sessions are every 2 weeks and the program runs for 10 weeks! Parents may register for 2, 3, 4 or 5 days for each two week session. The days the child will be attending must be noted at the time of registration and the days must stay consistent both weeks of the session. ***The deadline to register for a session is the Wednesday before that session begins!***

TIMES and LOCATIONS

| | | |
|------------------|---------------------|----------------|
| Explorers | Park Place | |
| Kids Quest | 550 S. Park Blvd. | |
| | 9:15 a.m.-3:15 p.m. | |
| Sports Camp | Community Center | |
| Teen Camp | 777 Bartlett Rd | |
| | 9 a.m.-3 p.m. | |
| Extended Camp | <i>Before</i> | <i>After</i> |
| Park Place | 7-9:15 a.m. | 3:15-6:30 p.m. |
| Community Center | 7-9 a.m. | 3-6:30 p.m. |

The camp your child(ren) is / are enrolled in is where he/she will attend Extended Camp. The Streamwood Park District does not provide transportation between extended camps to day camps.

GOALS OF THE STREAMWOOD PARK DISTRICT DAY CAMP PROGRAMS

Through quality leadership and program activities, the Streamwood Park District Day Camp programs will provide you, the parent, with child supervision, while your child experiences a quality recreation program. The program goals include providing each camper with the opportunities.....

1. To be in a relaxed, caring, protected environment;
2. To socialize with a variety of children of different ages and backgrounds;
3. For meaningful, enjoyable, and satisfying recreation activities in both a structured and unstructured atmosphere;
4. To learn how to work and play as a member of a group without sacrificing individuality;
5. To enhance personal growth, emphasizing confidence, building high self-esteem, acceptance within a group, independence and resourcefulness;
6. To develop healthy habits, a sense of fair play, respect for equipment and property;

PROGRAM INFORMATION FORM

Every child must have a Program Information Form on file before camp starts. Please complete and return it to the Park District Office **before your child starts camp**. Please attach a current school picture of your child to the Program Information Form. This form will provide the camp staff with information on how you can be contacted or who to call in an emergency.

VACATIONS

Due to our new Day Camp format of two week sessions, vacation deductions are no longer available.

ABSENTEES

If your child will not be attending camp, we would appreciate a call or notice in advance if possible. Due to the volume of campers enrolled at the Park District, camp does not phone home if a camper is not in attendance. No refunds will be given for missed days or vacations.

Contact / Call In Numbers

| | |
|-----------------------------|--------------|
| Sports Camp & Teen Camp | 630-483-3733 |
| Teen Camps (Trip Days) | 630-669-9308 |
| Community Center Front Desk | 630-483-3734 |
| Explorers & Kids' Quest | 630-878-1306 |
| Park Place Front Desk | 630-483-3010 |

HEALTH

If your child is sick, please do not send him/her to camp that day. In the case of any communicable disease (chicken pox, head lice, etc.) please contact the Camp Director, Cindy Babicz, Recreation Manager, immediately for the health and safety of others. The camp staff will notify the parents of the other campers. If a child is not feeling well, the Camp Leader or Camp Director will call a parent on the Program Information Form. All camp staff carries a first aid fanny pack with them at all times. If a child is injured and needs immediate medical supervision the camp staff will call for assistance and then immediately contact a parent on the Program Information Form.

LUNCH

All campers should bring lunch and a drink each day. Campers will keep their lunches inside the building, but they will **NOT** be refrigerated. All campers will have access to vending machines only during lunch.

VENDING MACHINES - Use of the vending machines will **ONLY** be available to campers during lunch. All drinks are \$1.50 per bottle.

BEHAVIOR

In order to provide a safe and effective day camp program for your child, certain rules and procedures have been established. Parents and staff are expected to work together to ensure that these parameters are established and children are adhering to them. The program staff will keep parents informed of any happenings with their child. We ask for parental cooperation with discipline

These rules include but are NOT limited to:

1. Usage of foul or vulgar language or action toward another participant, staff or patron.
2. Endangerment to the safety and well being of self or other participants, staff and/or general public surrounding the program. (this includes, but is not limited to hitting, kicking, biting, choking, climbing, leaving the premise, entering prohibited areas, and serious rough play).
3. Intentional abuse or misuse of program equipment and facilities, or other participant's personal property. (Please note that any costs incurred due to damage of equipment or facilities will be invoiced to the offending child's parents. Additionally, personal property damage will be resolved by parties involved).
4. Blatant disrespect and disobedience to other participants, staff and the general public.
5. Theft of other participant's or staff's or program's property or personal belongings.

Staff will discipline each child as necessary, using techniques such as, apologies, time-outs, sitting out of an activity or activities. Staff will also keep parents informed and ask for their cooperation with discipline as problems arise. Staff will utilize the following steps:

- | | | |
|-------------------------|---|--|
| 1 st Offense | - | Staff will notify parents of child's verbal warning. |
| 2 nd Offense | - | A write up will occur, in the form of an incident report, and staff will notify the parent |
| 3 rd Offense | - | A write up will occur and staff will notify the parent |

- 4th Offense - Staff will give the child his/her third write up and the staff member, Director, Recreation Manager and parent will meet to discuss the child's participation in the program.
- 5th Offense - Should the child be allowed to continue participation in the program and receive a 4th write-up, the child's participation may be terminated from that program, upon completion of the day the 4th write up is given.

Please understand, we establish this policy for our protection and the safety of all the campers. We do not want to remove children from the program. We will work with the parent and child to the best of our ability to correct and deal with any situation. The park district reserves the right to remove any child from a program if an offense is deemed severe in nature. Offenses during Day Camp will carry over to other Park District Programs.

DROP OFF AND PICK UP

The Camp Staff will be in their designated area approximately 5 minutes prior to the starting time of each camp. Upon arrival campers should go to the camp assigned area. At the end of camp, the leaders will have the campers in the same area that is designated for arrival at least 5 minutes prior to the end of the day. The Park District Staff is not responsible for the children outside program hours.

Designated Camp areas

| | |
|--------------|---------------------------------|
| Kids' Quest | Park Place Meeting Room |
| Explorers | Preschool wing of Park Place |
| Sports Camps | Community Center Gym or Outside |
| Teen Camps | Room 105 at Community center |

- Each camp leader will have a sign-out sheet for his/her group. All campers must be signed-out by an individual on the Program Information Form before they can leave camp.**

If your child will be signing him/herself out from camp this must be noted on the PIF Form.

Campers will not be released to anyone not listed on the Program Information Form without special permission. Please do not be offended if a leader asks who you are or to see identification, they are only looking out for the safety of your child.

SPECIAL PICK-UP REQUESTS

If your child needs to be picked up during camp hours, please notify your child's leader or the Camp Director in advance. It is important to have advance warning to ensure your child is in the proper location at the necessary time. Also, if someone other than the persons listed on the Program Information Form will be picking up your child, please send a note stating the name of the individual, with your permission to release your child to this person.

Additionally, if you have made alternate arrangements with your child to get home, please notify the camp staff in writing. The staff cannot take the word of the child and will follow the instructions on the Program Information Form unless notified in writing. Failure to do so will cause delay in your child's pick-up. We will not release the child to such parties until we are able to receive verbal permission from one of the parents. Due to the inconvenience this may cause, there will be a \$10.00 inconvenience charge applied to that family, to be paid in the same fashion as a late fee.

WHAT TO WEAR

Due to the nature of camp activities, the children can sometimes get very dirty. Please **DO NOT** dress your child in their "Sunday Best." A camp shirt will be provided for every camper. The campers are required to wear the shirt on the field trip days, but they are welcome to wear it at any time.

All campers should wear *gym shoes* and socks. Sandals are not always appropriate for camp activities and may keep your child from participating in fun activities. If the weather is a little cold, please provide a jacket or a sweatshirt for your camper. The groups will be outside as much as possible. Just a reminder, the Park District is not responsible for any lost or stolen items, but we will keep a box of Lost and Found items that cannot be identified. Please provide your child with a bag to keep all of his/her items, and mark everything with your child's name.

CAMP SHIRTS

Each camper will receive a camp shirt on their first day of camp. This shirt must be worn on all field trip days, but does not need to be worn every day to camp. Repeat campers will not receive additional t-shirts. Extra shirts may be purchased for \$10.00 per shirt.

WHAT TO BRING TO CAMP

On a regular day camp day (including the first day) every child should bring sunscreen (we strongly suggest spray on sunscreen– staff may spray on or squeeze on, but they will not rub on their skin), a water bottle and a lunch. On rainy or bad weather days, please provide your child with the appropriate clothing. On swimming days your child should bring a swimsuit and towel. We strongly suggest that anything brought to camp is labeled with your child's name and brought in a bag marked with your child's name. The camp staff will try their best to help the children keep track of their belongings, but we are not responsible for lost or stolen items.

FIELD TRIPS

Field trips are a very important part of the Day Camp programs. Two field trips will be taken each session. Trip days are listed in the brochure. Days attending can not be changed to match field trip days.

Teen Camp will be taking a field trip every Tuesday and Thursday. The third trip per week will be taken on M/W or F. A list of that session's field trips will be provided on the first day of that session. Due to the fact that trips are based on final enrollment counts and availability, it is difficult to provide each session's trip destination prior to the start of the session.

On field trip days all campers must **wear their camp t-shirts** and bring a disposable lunch (no lunch boxes, thermoses, etc.). It is **VERY IMPORTANT** that children arrive to camp on time for field trip days. If a trip is leaving in the morning and a child is late, he/she may be left behind. Parents may drive their child to the field trip destination to meet up with their camp in these cases only. Parents will be notified of scheduled dates, destination and any other important details through the newsletter or a special notice.

SWIMMING

All camps will swim throughout the summer at the Park Place Cool Pool. Each camp will have one designated day each week. Days may be Monday, Tuesday, Wednesday or Thursday from 1-2:40 p.m. or Friday from 11 a.m.-2:30 p.m. Swimming days will be worked around field trip days. All swimming days will be listed on the Newsletters sent home for camp, so please pay special attention so your child is prepared.

Lifeguards will be on duty while camps swim, and all campers will be expected to follow all pool rules and listen to both the counselors and the lifeguards. All camps swim during regular open swim time, no lessons will be taught.

Please provide your child with swimsuit and towel on swim days. If your child sunburns easily, **we suggest sending sun screen. Please label all items sent to camp with your child's name.** No child will be forced to swim, but we do ask that everyone change into their suit and sit on the deck. If there is a medical reason why your child can not swim, please note this on the Program Information Form and tell your child's leader.

LATE FEES

A late fee of \$15.00 will be charged if your child is picked up more than 15 minutes after the end of camp. We understand that emergencies happen, the first late pick-up will be a warning. Following the warning, late charges will be assessed for any further late pick-ups for that session. The late fee should be paid to the camp director on the next day of camp in the form of a money order or check made payable to the Streamwood Park District. Please note that any child left after 45 minutes after the end of camp, with no communication with the parents or emergency contact will be considered abandoned. At this time the Streamwood Police Department will be notified

NEWSLETTERS/CALENDAR

A Newsletter/Calendar will be sent home at the beginning of each session to keep all parents informed of the activities for the session and any other important information. Field trips and swim days will be noted, so please keep your calendar for the entire session.

RAINY DAYS

Camp meets every day regardless of rain or bad weather. On these bad weather days, camps will still meet in the designated meeting areas. Camps will utilize the indoor facilities located at each site. Campers should always be picked up from their original site unless notified of a change.

SPECIAL NEEDS

If your child has any special needs, please contact registration at 630-483-3025, before the start of camp so special arrangements can be made. Delay in notification of special needs could result in delay of specialized assistance from supporting organizations. NWSRA requires two days notice in order to have a staff person in place.

LOST AND FOUND

A lost and found box will be kept at each location throughout the summer. To avoid too much accumulation of lost and found items, we suggest writing your child's name on everything they bring to camp. The park district will not be held responsible for lost or stolen items. Anything in the lost and found will be kept for one session. At the end of each session all items unclaimed will be discarded.

BIRTHDAYS

If your child has a birthday during camp and you would like to bring a special treat for your child's group or the camp, please speak with your child's leader or the Camp Director to make any special arrangements and information regarding any allergies.

OFFICE HOURS

The Streamwood Park District administrative hours and Community Center registration hours are Monday-Friday, 8:30 am to 4:30 pm.

Park Place registration hours are Monday-Thursday 8:30 am to 7:00 pm, Fridays from 8:30 am to 4:00 pm, and Saturdays from 9:00 am to 1:00 pm. Park Place registration is taken at the lower level counter. After hours registration may be dropped in the drop box near the front counter or outside mailbox.

STREAMWOOD PARK DISTRICT PHONE NUMBERS

(630) 372-7275

Administrative Staff

Cindy Babicz - 630-483-3730

*Recreation
Manager*

Individual Camp Numbers

Sports Camp 630-483-3733

Teen Camp

Community Center Extended

Explorers 630-878-1306

Kids' Quest 630-483-3010

Park Place Extended (Park Place Front Counter)

Teen Camp 630-669-9308
(Trip Days)

The mission of the Streamwood Park District is to provide diverse and responsive recreational opportunities that enhance the quality of the community through our parks, facilities, service, employees and volunteers.

Streamwood Park District Day Camp
Confirmation Letter

Please print and complete all sections

I, _____, have read the Day Camp Parent Manual and Behavior Guidelines. I have discussed with my child(ren) his/her responsibilities in the program. I have read and understand the following:

- PIF Form must be on file before the first day of camp
- Daily late fee of \$15 if a child(ren) is/are not picked up on time
- Procedure for pick-ups, sign/out, special pick-up requests
- Any child signing him/herself out from camp must be noted on the PIF form
- What to bring to camp each day (sunscreen, water bottle, lunch)
- Gym shoes must worn, no flip flops allowed at camp
- Deadlines to register for each session

Parent/Guardian Signature

Date

I/we have read and understand the Behavior Guidelines that were established by the Streamwood Park district to ensure a safe and enjoyable environment for all participants. We agree to follow the behavior guidelines.

Participant Signature

Date

Parent Signature

Date