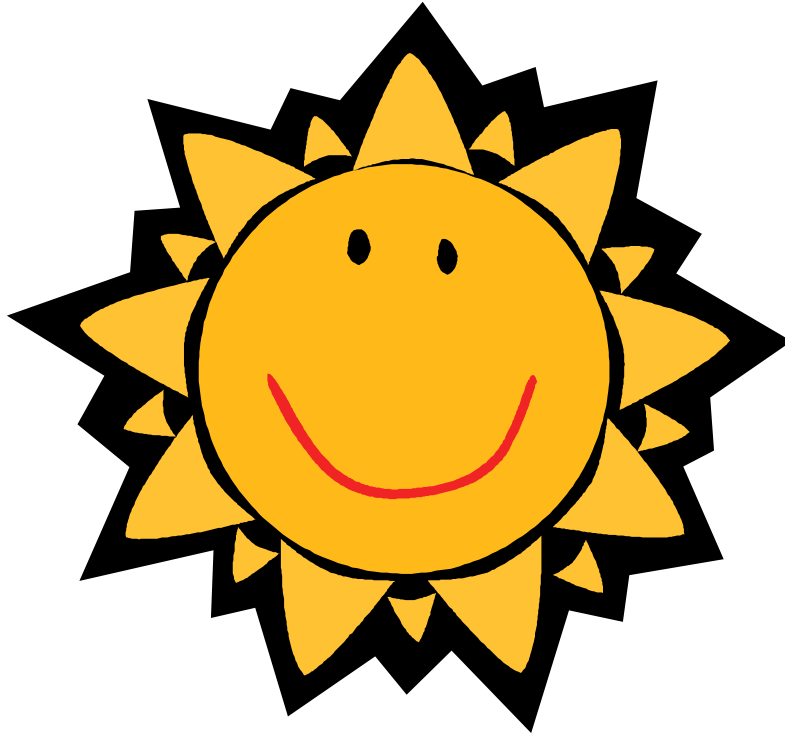


**Clarendon Hills
Park District**



**Camp Discovery
Parent Handbook**

2017

Dear Parents,

Welcome to Clarendon Hills Park District 3 & 4 year olds Summer Camp 2017! We are looking forward to a summer filled with fun activities, games, entertainers, and more surprises! This parent handbook outlines our operating policies and procedures to provide your child the best possible experience at camp this summer. Please review all the contents in this handbook carefully, as you are responsible for reading and understanding it.

There will be a **Summer Camp Open House on June 7th from 6:30-8:00pm** at the Clarendon Hills Park District Community Room. This is the opportunity for you and your child to meet their counselor and learn more about the exciting summer we have planned. Camp calendars, t-shirts, tote bags and other materials will be handed out this night.

Communication is very important to the success of camp. Everyone (*parents, directors, counselors*) will work together to ensure that each child has a positive experience at camp. Effective communication is essential to a positive experience. The majority of information for summer camp will be provided electronically. **Please make sure you provide a valid email address that you check on a regular basis and that you have not unsubscribed from Constant Contact emails.**

The Camper Information Form (plus the Permission to Dispense Medication Form-if needed) MUST be filled out and returned (with a picture) by Friday, May 26th. Your child will not be able to attend camp until both are received.

We are looking forward to an enjoyable summer and cannot wait to see returning campers and meet new ones as well!

As always, we are available to answer any questions so feel free to contact the Park District with any questions at (630) 323-2626.

Once camp begins, to contact the Camp Staff please call the Camp Phone (630) 538-6993

To A Wonderful Summer Camp Season!

Kathy Forzley
Recreation Supervisor

Christina Forzley
Summer Camp Director

Megan Tobin
Assistant Camp Director

Clarendon Hills Park District.....Where Families Come to Play & Camp

What to expect at camp

Camp is an opportunity to get messy, meet new friends, and enjoy the outdoors. We will provide activities each day (some may be messy) that involve crayons, markers, glue, paint, shaving cream, sand, water.....

In other words, expect messy art projects. Unfortunately, due to storage issues, we do not have places to store projects, so we ask your cooperation in taking home your child's "masterpiece" each day. The object is to allow each child to explore different art mediums and enjoy the process rather than the product.

We do have limited paint smocks and will do our best to keep clothing clean, however, please dress your child in play clothes that are washable.

Outdoor time is an important part of camp each day. We will provide outdoor activities relating to our theme each day that will allow each camper time to participate with their friends and to be physically active. At least once a week we will have a water day. We will put out various sprinklers for the children to play in. On these days we ask that the children come in their swim suits and bring a towel and some type of water shoes. Don't forget the sunscreen!!!

We will also bring in outside entertainment to add to the theme and our campers' overall camp experience. On these days, our entertainment will begin at 9:30am. Please be prompt in bringing your child to camp. These special days are marked on the camp calendar.

Meeting Locations, Dates, and Times

Camp Discovery will meet at the Clarendon Hills Park District Community Center Monday-Thursday. Camp Discovery hours are 9:15-11:15am.

Staff-Child Ratio

There will be one staff member for every six children. The campers will be divided into their camp group by age. They will be assigned to a counselor for the summer, and at times will be organized into larger groups of campers. We will do our best to accommodate camp group requests, but there are no guarantees. Each child will receive a name tag identifying them, as well as the group they belong to. These tags should be left at camp each day.

Summer Camp Phone & Reporting Absences.

There will be a designated summer camp phone for Camp Discovery. If you need to report an absence or need to get a hold of the Camp Director or your child during camp, you should call the summer camp phone number or email to kathyf@clarendonhillsparkdistrict.org. In the back of this packet are summer camp absence notifications that you may use and turn into your child's counselor. Otherwise please turn in a signed note.

Camp Discovery Phone #: (630) 538-6993

You are welcome to call the park district for anything, but if it is specifically related to attendance, pick-up/drop off, etc. please call the Camp Discovery phone for more efficient communication.

Camp Updates/Information

All camp information along with upcoming events will be distributed via email. **Please make sure you provide a valid email address that you check on a regular basis and that you have not unsubscribed from Constant Contact emails.**

Questions

The counselors welcome and encourage any and all questions about your child or the program. Questions and comments concerning the program can also be directed to the Clarendon Hills Park District Camp Director or Recreation Supervisor.

What Should My Child Wear to Camp?

Campers should wear “play” clothes. A good portion of time will be spent playing outside and participating in group activities/crafts/games. Washable play clothes are ideal for the program. Campers should wear gym shoes. Please do not send your child to camp in sandals, flip flops, or “croc” type shoes. Camp T-shirts should be worn on camp days . It is advised that you label your child’s clothing. ***Flip flops/crocs/sandals can be brought in their camp bag for water days only.***

What Should My Child Bring to Camp?

Your child should bring their camp tote bag (labeled with their first name and last initial) to camp each day with extra clothes, a lite snack and drink, and sunscreen. No refrigeration is available to store snacks/lunches so plan accordingly. Do not let your child bring toys or other valuable belongings to camp such as any hand held electronic devices, toys, cell phones, stuffed animals, etc. We are not responsible for lost, stolen, or any damage to items. ***Please remember a beach towel on sprinkler days. Make sure all items are labeled with your child’s name.***

Lost and Found

We have a lost and found box located in the office. If your child has lost an item, ask a staff member and they will check the lost and found. Please label your child’s belongings to prevent them from winding up in the lost and found box.

Sunscreen/Bug Spray Policy

Campers should come to camp with sunscreen applied **every day**. Counselors will not be able to put sunscreen on children unless it is the spray sunscreen. It is recommended that you send your child to camp with spray sunscreen **labeled with your child’s name**. If you would like your child to be sprayed with a bug screen repellent, you must send a bottle with your child.

Carpooling

If you will be carpooling or allowing other parents to pick up your child from camp, please make sure they are listed on your authorized pick-up list which is on the camper information form. If there is a last minute change in who will be picking up your child, you must call the summer camp director or park district to let them know.

Drop Off and Pick Up Procedures

Campers must be walked to camp each day and taken to their counselor. Pick up will require an adult to walk in and sign out the child each day. *There is no drop off / pick up line for Camp Discovery.* Please make sure that you list *everyone that is permitted to pick up your child.* Please let the counselor or camp director know if someone other than yourself will be picking up your child.

Late Pick-Up and Drop Off

A late fee will occur if you pick up your child more than 5 minutes after the designated camp end time. We understand that emergencies occur, please call the Camp Phone to notify staff if you are running late. However, habitual tardiness will result in late fees.

LATE FEES	
6-10 minutes	=\$5
11-15	=\$10
16-20	=\$15
21-25	=\$25
26+ Minutes	=\$30

Please make every attempt to arrive at camp in timely manner. Because it is necessary to park the car and walk in, please allow extra time. Late arrivals can be disruptive to the flow of camp and your camper may miss announcements and activities. If you have to drop-off or pick-up your child late/early, you will be responsible for escorting or picking them up to/from their group.

First Aid Policy

All counselors are trained in CPR and First Aid. First Aid will be administered if necessary and an ambulance will be called when necessary. We will notify you immediately if an ambulance is called or CPR is performed. Parents will be notified at pick up if first aid for minor injuries was administered during camp.

Illness and Injury

In cases of communicable diseases such as measles, mumps, chicken pox, conjunctivitis, head lice, etc., please notify the park district office and the summer camp director so that other parents can be notified. Children with colds, sore throats, flu, fever, etc., should stay at home for 24-hours once these symptoms have occurred. A child should not return to the program until he/she is able to participate in all regularly planned camp activities. If your child becomes ill during camp, you will be notified and must come and pick up your child.

Clothes Wetting Emergencies

If there is a clothes wetting emergency and you cannot be reached by phone, we will do our best to handle the situation. If your child is having a problem with wetting him/herself, please let us know. We will not have any clothes available for the children to change into. Campers must be toilet trained and independent with their personal hygiene. ***Staff cannot assist a camper with restroom/toilet activities***, if your child has an accident and they are unable to change their clothing, you will be contacted immediately to come to camp. Campers may bring an extra set of clothing in their backpack each day – we don't have space to keep extra sets of clothing, therefore they must be brought to camp each day.

Medicine Policy

If your child is required to take **any** medication during camp such as: prescribed medications, antibiotics, etc., you must complete "A Permission to Dispense Medication Form" that is available on the park district's website or at the park district office. Camp Director will hold all camper medications and will dispense as directed or needed (allergies/asthma). Camper should not carry or hold their own medication.

Inclement Weather Days

Campers will stay indoors if there is inclement weather. If a Heat Advisory is in effect, campers will be kept indoors. Activities will be modified for weather conditions.

American Disabilities Act (ADA)

Clarendon Hills Park District and SEASPAR believe that all individuals should be provided with recreation opportunities that allow for performance at their highest level of ability. In addition to the programs listed here, our district provides additional specialized services for people with disabilities through SEASPAR. Feel free to call them at (630) 960-7600, or see the SEASPAR information page in our summer brochure.

GENERAL CAMP RULES

1. No disrespectful attitudes and actions towards counselors and other campers.
2. Bullying, fighting, hitting, swearing, etc. **WILL NOT BE TOLERATED**. It will result in an automatic behavior report.
3. Children will receive a time out for inappropriate behaviors.
4. A child is allowed **three time outs** per day before they receive a behavior report.
5. Theft of personal items from another camper, staff member, or CHPD/CHMS property.
6. Destruction of CHPD property, other campers, or staff member's property.
7. Leaving designated grounds or group without permission.
8. Disobeying established camp rules.

Consequences for breaking rules:

The camp counselors will keep a written record of serious/chronic rule breaking and will notify you of such occurrences. See Policy below.

Behavior Problems and Discipline Policy

A caring, positive approach will be used regarding discipline. Clarendon Hills Park District Camp Staff will review rules and explain consequences with all children at the beginning of each week and periodically throughout the summer. Any situation that may arise will be evaluated on its own merit.

If a Camp Counselor encounters behavior problems with any camper, he/she will first attempt to resolve the problem with the child. If this fails, the Camp Director will be consulted and parents will be notified. Progressive discipline will be used and a parent meeting will be held if the problem persists. **NOTE:** A camper who receives three behavior reports may be dismissed from the program. If the behavior creates a danger to others immediate steps will be taken to protect campers and staff. Refunds will not be given if your child is dismissed from the program.

Please work with us to ensure your child has the best camp experience possible. If a behavior problem is brought to your attention, please address the issue with your child and find a way to resolve the behavior before they return to camp. The camp director/supervisor will work with the parent and if deemed necessary, develop a behavior modification program for the participant.

There is absolutely no tolerance for bullying at summer camp. We strive to make summer camp a fun and positive experience for all. If issues regarding bullying occur, they will be dealt with promptly and parents will be notified. Any disciplinary action that is needed will be taken.

Photo Policy

Photographs and videos may be periodically taken of participants while they are engaged in one of our summer camp programs. Please be aware that these photos may appear in the local newspapers, Park District publications and/or park district or newspaper websites. If for some reason you do not wish to have your child identified in a photograph, please put your request in writing and turn into the Camp Discovery Director.

**Thank you for choosing the
Clarendon Hills Park District Summer Camps!**

Camp Discovery Absence Note

My camper, _____, will be absent _____.

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