

ADDISON PARK DISTRICT



*Leisure for your lifestyle.*

# Day Camp Parent Manual



## **General Information**

Welcome to the Addison Park District Summer Day Camp Programs! The Camp Directors, Camp Counselors and I are all planning for a safe, fun and an exciting summer. We strive to offer the highest quality Summer Camp programs and activities as possible. We hope this is an enjoyable and safe summer for everyone! If you have questions please contact David MacDonald at 630-ADD-PARK or (630) 233-7275 ext. 6209.

## **Camp Locations & Times**

### **KIDS CAMP (1<sup>st</sup>-5<sup>th</sup> grades)**

Monday - Friday 9:00am-4:00pm

**Community Park**

### **ADVENTURE CAMP (6<sup>th</sup>-8<sup>th</sup> grades)**

Monday through Friday 9:00am-4:00pm

**Community Park**

### **Tiny Tots Camp (Preschool - Kindergarten)**

Monday through Friday 9:00am-4:00pm

**Community Park**

### **Sports Camp (1<sup>st</sup>-5<sup>th</sup> grades)**

Monday through Friday 9:00am-4:00pm

**Community Park**

### **EXTENDED CAMP HOURS**

Early Riser Before Care – Monday-Friday 7:00am-9:00am

**Community Park**

Night Owl After Care – Monday-Friday 4:00pm-6:15pm

**Community Park**

## **TRANSPORTATION**

Parents must provide transportation to and from camp for their child. If your child plans to use another means of transportation on a certain day, please notify the staff in writing prior to dismissal (bike, walking). **This pertains to campers going into 6<sup>th</sup> grade or older ONLY!**

## **ARRIVAL/DEPARTURE**

Camp will begin at 9:00 a.m. Campers should arrive no earlier than 9:00 a.m., unless registered for supervision. Counselors **will not** be responsible for campers arriving prior to 9:00 a.m. and not enrolled in supervision. Please instruct your camper to report to the grassy area near the parking lot/Shelter (COMMUNITY) or lower level (CENTENNIAL) when you drop him/her off. You must sign your child in everyday when dropping them off at camp! Please pick up your child promptly at the end of each session. Camp ends at 4:00 p.m. (Exception is after camp care supervision which ends at 6:15 p.m.). We ask that you please be on time; late charges will begin promptly at 4:00 p.m.

In the event of bad weather, campers should be dropped off and picked up inside the building. In either case camper's need to be signed in before beginning camp and signed out before they are allowed to leave camp. **Campers will not be able to sign themselves in or out!**

\*For the safety of your child, we ask that you please conform to the following procedure when picking up your camper:

**\*Parents are required to report to their child's counselor or camp director upon pick-up. A child will not be released to anyone under 18 years of age. Children will only be released after they are signed out by an authorized person. THE STAFF WILL NOT RELEASE A CHILD TO AN UNAUTHORIZED PERSON. We have the right to request proper identification and for the safety of your child we will not hesitate to ask.**

## **LATE PICKUP FEES**

Camp ends at 4:00 p.m. Unless registered for after camp care supervision, please pick up your camper no later than 4:00 p.m.! **At 4:00 p.m. a \$1.00 late fee PER CHILD will be charged for every MINUTE or a portion thereof.** Payment is due immediately and before the child may return to the program or will be added to your account. (If you know you will be late please make a courtesy call to let us know). **IF A CHILD IS NOT PICKED UP BY 4:30PM THE POLICE WILL BE CALLED.**

If your camper is registered for after camp care supervision, please arrive no later than 6:15 pm. If you pick up your child **at 6:15 p.m. a \$1.00 late fee will be charged for every minute**

and is due immediately and before the child will be able to return to the program. **Starting at 6:30pm the police will be called.**

Frequent or reoccurring late pick-ups may result in suspension or termination from the program.

## **BEHAVIOR AND DISCIPLINE**

There will be three overall rules we will expect all participants to follow. They are:

1. A child may not disturb or hurt others, verbally or physically.
2. A child may not damage equipment.
3. A child may not place him/herself in a dangerous situation.

If a child is misbehaving, the staff will use positive statements and reinforcement to redirect negative behavior. A time out period will be initiated. This will involve the child sitting out of activities, including, but not limited to, games, crafts, or swimming.

**First Offense:** Verbal Warning

**Second Offense:** Time out and behavior will be redirected.

**Third Offense:** Time out and misconduct. Phone call and parent conference

After three time outs are given in any one day, a misconduct report will be completed by the counselor and filed with the Site Director. The Site Director will speak with the child and a copy of the report will be shown to the parent. The parent is required to sign the report and return it to be placed in the child's file.

After two written reports are on file for any child, the Youth & Leisure Supervisor will contact the parents. Notification will be given that if one more written report is received for their child, he/she will be dismissed from camp and **no refund** will be issued for the remainder of the session. **If 3 misconducts are given within the duration of the program the child will be removed from the program without a refund.**

**\*\*Parents have the right and are encouraged to set up a conference with the Recreation Supervisor and Site Director to discuss the behavior of their camper.\*\***

## **MEDICAL EMERGENCIES**

If your child is injured and requires more than just basic first aid, the following steps will be taken:

- a. Contact parent or guardian.

- b. Contact persons listed on the medical form.
- c. If deemed necessary, 911 will be called immediately and then the parent notified.  
The injured child will be transported by paramedics to the closest available hospital.

You will be responsible for the emergency medical charges for all services rendered. Your authorization for the program staff to secure emergency medical care for your child and your commitment for payment thereof is part of your registration agreement. Park District employees are not permitted to transport injured parties in park vehicles or private automobiles.

### **SPECIAL NOTES**

If your child needs medication, has any physical limitations; or needs special attention in the pool, etc., please notify us with a written note signed by you the first week of camp, so we can alert the counselor to these situations. Parents who have questions concerning their child's activities, swimming, camp problems, etc. should send a note with the camper or let us know. The counselor and camp director will attend to the situation. In the event that those problems continue to arise, the camp director will discuss the matters with the parents.

### **MEDICATIONS**

If your child needs to take medication during camp hours, you must fill out the medicine dispensing form which must include detailed instructions on giving the administering the medicine. Medicine will be given to the Camp Directors for safe keeping along with detailed information. Staff will be permitted to dispense medication; but medicine must be in its **proper original case given to you by the doctor**. Staff will keep a log when the medicine is given to your child. If you have questions please contact the Youth & Leisure Supervisor.

### **LUNCHES**

If your child attends the all day session please pack them a lunch, including a beverage. The lunches cannot be refrigerated during the day so please pack something that will not spoil. Please be sure your child's name is on his/her lunch box or bag. Please try not to send your child with a glass beverage bottle. You may send your child to camp everyday with a frozen water bottle that is labeled with his/her name on it. There is access to a drinking fountain in which the campers may fill up their water bottles during the camp day.

## **RAINY DAY PROCEDURES**

Camp meets rain or shine, so please dress your child appropriately. In case of rain, camp will meet inside the building. Look for signs to be posted. Inside games, and movies will be incorporated into the curriculum.

## **CAMP ATTIRE**

Campers should wear comfortable, cool clothes such as jeans or shorts, socks and gym shoes suitable for athletic activities. Please do not send your child to camp with open-toed shoes or sandals; except on pool days when we suggest packing flip flops for the pool area only. Please put all of your child's belongings in one bag with his/her name on it. Do not send money, toys, any hand held video games or ipod devices, cell phones, cards or jewelry with your child as **we are not responsible for lost or stolen items! These items will NOT be allowed at camp and will be taken away from your child if they bring them.**

## **T-SHIRTS**

Each child will be given a camp T-shirt the first week of camp. Your child may wear the T-shirt to camp any day you wish. **Camp T-shirts must be worn on all field trip days.** Field trips days are as follows: Kids camp & Sports camp (Tuesdays & Thursdays), Tiny Tots Camp (Wednesdays), Adventure Camp (Tuesdays & Thursdays).

## **SWIMMING**

Campers must bring a swimsuit and towel for swimming. Please be sure swimsuit and towel are marked with his/her name. If your child has trouble swimming, please inform the camp director as soon as possible so we can try and accommodate him/her. Campers are given swim evaluations and given a colored wristband to wear. The wristband will let everyone know what areas of the pool he/she is allowed in and indicates how strong of a swimmer he/she is.

## **ABSENCES**

If your child will not be at camp for any reason, please call the camp site by 9:00 a.m. Attendance will be taken at the start of each day. **If your child is absent due to a communicable disease (i.e. chicken pox, strep throat, vomiting, head lice...etc.), please notify us immediately!** For your convenience, we have answering machines at each site. We encourage you to leave a message in order to report absences or to reach camp staff. Please be sure to leave your name and phone number of where you can be reached.

## **FIELD TRIPS**

Please make sure your child brings a sack lunch and a beverage on every field trip. Everything in your child's lunch must be able to be thrown away. Camp T-shirts must be worn on all field trip days. Field trip days are as follows:

<b>Kids Camp</b>	(Tuesdays & Thursdays)
<b>Tiny Tots Camp</b>	(Wednesdays)
<b>Adventure Camp</b>	(Tuesday & Thursday)
<b>Sports Camp</b>	(Tuesdays & Thursdays)

## **LOST AND FOUND**

The camp will maintain a lost and found box. All items should be marked with the child's name. Please be aware that the Park District day camp staff will do it's very best to watch for lost items, but they cannot be responsible for lost or missing articles. Each week staff will bring out the lost and found to see if any items can be returned to their owner.

## **IMPORTANT TELEPHONE NUMBERS**

<b>Community Rec Center</b>	630-233-7275 x 6200 or 6201
<b>Centennial Rec Center</b>	630-233-7275 x 2152

**We hope your child has a fun-filled safe summer with us!**