



Downers Grove Park District

Parent Manual
Summer Camp
2018

Downers Grove Park District Summer Day Camp

Welcome to the Downers Grove Park District's summer day camp program! Your child is about to embark on a fun-filled adventure. Day camp offers children the opportunity to build character and self-esteem through challenging and rewarding experiences in both small and large group settings. Through the guidance of our caring and well-trained staff members, camp will provide memories that will last your child a lifetime. We are excited to be able to serve the needs of you and your family and are confident that this program will be a fun and memorable recreational experience for your child(ren).

The parent handbook is designed to provide you with an overview of our policies and procedures. You will be able to access this manual as well as the weekly schedules for camp at www.dgparks.org. Schedules will include detailed information for each session regarding daily camp plans and the fieldtrip schedules. Please read all information carefully and thoroughly.

Please complete and submit all camp forms at time of registration.

It is important to make sure anyone picking up from camp is on the pick-up list.

**The participant will not be released to anyone that is not on the form.

Sincerely,

Colleen McGavock
Recreation Supervisor

Sara Cunningham
Recreation Specialist

Important Reminders:

- ***Registration for each session of camp must be received no later than the Wednesday prior to the start of camp. Registrations received after the Wednesday deadline will only be considered pending availability and may not be possible to accommodate.***
- ***Field Trip schedules for Adventure Camp and Teen Trekkers Camp will be available online by April 6. Please note that field trips are subject to change and will be updated to the schedule if they occur. Camp starts at 8:30am. Please be on time for camp on scheduled field trip days.***
- ***Only people on your child's emergency form will be able to sign your child out of the program. Anyone listed, as an authorized pick-up on your emergency form must be able to provide photo I.D. or a current high school photo I.D.***
- ***For Lyman Woods Camps and Sports Camps, please refer to their manual.***
- ***Before and After Camp is held at the Lincoln Center. Campers at other locations will be bused.***

Table of Contents

- Program Philosophy4
- Camps for Summer 20184-5
- Registration Policy5
- Registration Procedure5
- Camp Activity Plans6
- Special Needs.....6
- Busing.....6
- What to Bring to Camp6
- Drop Off Policy.....7
- Pick up Policy.....7
- Late Pick up Fee.....7
- Late Returns7
- Refunds.....7
- Tax Information7
- Code of Conduct8
- Behavior Management Policy8-9
- Illness and Injury.....9-10
- Dispensing Medication10
- Emergency and Release Form.....10
- Weather.....11
- Frequently Called Numbers11

Program Philosophy

The mission of the Downers Grove Park District is to enrich our community through exceptional programs, parks and facilities that inspire memorable experiences. The focus of our summer camp program is to provide opportunities to participants that allow personal growth by developing a positive self-image, as well as treating others with respect. Additionally, participants learn to appreciate diversity, develop leadership and other skills through a variety of outdoor activities and experiences. It is the primary goal of the Downers Grove Park District to make sure camp is a fun and enjoyable environment for each participant. The experiences and bonds formed at camp will last them a lifetime.

Camps for Summer 2018

Traditional Day Camps (sessions are 1-week)

<p style="text-align: center;">Adventure Camp Ages: Grades K-2 Location: Lincoln Center Ratio: 1:10 Trips: One trip per week plus swimming and trips to local parks</p> <p>Hours: Camp Day.....8:30am – 4:00pm Before Hours.....6:30am – 8:30am After Hours.....4:00pm – 6:00pm</p> <p>Fees: Camp Day.....\$139/ NR \$159 Session 4.....\$120/ NR \$140 – No camp 7/4</p> <p>Before Hours.....\$33/ NR \$37 Session 4.....\$26/ NR \$29 – No camp 7/4</p> <p>After Hours.....\$33/ NR \$37 Session 4.....\$26/ NR \$29 – No camp 7/4</p>	<p style="text-align: center;">Adventure Camp Ages: Grades 3-5 Location: Hummer Park Pavilion Ratio: 1:10 Trips: One trip per week plus swimming and trips to local parks</p> <p>Hours: Camp Day.....8:30am – 4:00pm Before Hours.....6:30am – 8:30am After Hours.....4:00pm – 6:00pm</p> <p>Fees: Camp Day.....\$139/ NR \$159 Session 4.....\$120/ NR \$140 – No camp 7/4</p> <p>Before Hours.....\$33/ NR \$37 Session 4.....\$26/ NR \$29 – No camp 7/4</p> <p>After Hours.....\$33/ NR \$37 Session 4.....\$26/ NR \$29 – No camp 7/4</p>
--	--

<p>Teen Trekkers Camp Ages: Grades 6-8 Location: Recreation Center Ratio: 1:12 Trips: Three per week plus swimming</p> <p>Hours: Camp Day.....8:30am – 4:00pm Before Hours.....6:30am – 8:30am After Hours.....4:00pm – 6:00pm</p> <p>Fees: Camp Day.....\$168/ NR \$189 Session 4.....\$135/ NR \$155</p> <p>Before Hours.....\$33/ NR \$37 Session 4.....\$26/ NR \$29</p> <p>After Hours.....\$33/ NR \$37 Session 4.....\$26/ NR \$29</p>

Early Childhood/Preschool/Kindergarten Camps

Pee Wee Camp

Ages: Child must be 2 ½ yrs old but not yet 3 yrs old by June 1st.

Location: Lincoln Center

Ratio: 1:8

Trips: None

Hours: Camp Day.....Tu & Th - 9:00am – 10:30am

Fees:.....\$36/\$56

Pee Wee Camp will not meet during the week of 7/2-7/6.

Exploration Station Camp

Ages: 3-5 yrs old

Location: Lincoln Center

Ratio: 1:8

Trips: Local trips only or on-site shows/presentations/guests

Hours: Camp Day.....M-F - 9:00am – 12:00pm

Fees: Camp Day.....\$80/ NR \$100

Hours: Camp Day.....Tu/W/Th – 12:30pm – 3:30pm

Fees: Camp Day.....\$55/ NR \$65

Exploration Station will not meet the week of 7/2-7/6.

Registration Policy

It is our goal to safely accommodate as many families as possible. The Downers Grove Park District reserves the right to adjust locations based on availability of space, staff and enrollment in order to maintain the safety, structure and integrity of the program as a whole.

- All registrations must be accompanied by full and proper payment per registration forms.
- Special needs accommodations can be made to assist your child. Please notify us as soon as possible to be able to find the appropriate accommodations.

Registration Procedure

All registrations are subject to acceptance based on program availability, proper completion of registration material, payment status and history and Park District's ability to meet any special needs the participant may have.

In order to register, each participant must:

- Complete and sign proper registration and emergency forms for each child.
- Include full payment prior to program deadline.
- Pay all outstanding fees due to any Park District programs and remain in good financial standing with the Downers Grove Park District.
- Must register and turn in **ALL** forms no later than the Wednesday prior to desired week of camp. **Registrations received after this point will only be considered pending availability.**

Camp Activity Plans

An activity calendar will be available at your child's camp and online for each session. Calendars contain important dates, times and information so please read them carefully. The activity plans will show what themes and activities are planned each week and what the campers will need to bring to camp. Camp activities may vary slightly due to weather.

Special Needs

The Downers Grove Park District believes in the right to an excellent recreational experience for all individuals from all backgrounds and ability levels.

If your child has any special medical, physical, psychological and/or emotional needs or receives special services from the school district, please list in detail on the registration material. Lack of information may adversely affect the Park District's ability to accommodate the needs of your child. Participants must be toilet trained and are responsible for their own toileting needs. Please allow at least two weeks for all requests.

Busing

Most camps do travel, whether it is going to a park, a pool or on field trips.

- Busing for Summer Camp is through Park District vehicles and First Student busing company.
- **When participants are bused for a program, parents will not be able to drop off or pick up at the field trip location they are being bused to. This is for the safety of all of our campers.**
- All drivers have completed background checks and have obtained all certifications and licenses necessary to operate the vehicles.

What to Bring to Camp (in a backpack...)

Snacks – Snacks are not provided at Adventure Camp and Teen Trekkers Camp unless your child is signed up for After Hours or otherwise noted. Each camper attending After Hours is provided a snack and beverage. In addition to a lunch, you may elect to send your child with an additional snack item. **Exploration Station is provided a peanut-free snack each day.**

Lunch – Campers attending Adventure Camp and Teen Trekkers Camp should bring a lunch with them each day. On field trips days, please bring a sack lunch unless otherwise noted. On camp cookout days, lunch will be provided for your child. This info will be reflected on the weekly activity calendar, though you may elect to provide your child with an alternative lunch if you would prefer.

Water – Campers should bring a refillable water bottle to camp each day. Staff will administer routine water breaks to help ensure that all campers are remaining adequately hydrated throughout the day, especially on warmer days. Although campers are typically in areas that have immediate access to drinking fountains/water, there are times during the day (bus rides) when water may not be immediately available. Because of this, bringing a water bottle each day is essential to camper safety.

Camp Attire – Campers should wear socks and gym shoes every day. **For safety reasons, open toed shoes and bare feet are not allowed.** Unsafe or inappropriate footwear may limit your child's ability to participate in all of day's planned activities. Campers play a variety of games and activities, please be sure to send them in play clothes (there is always a chance clothes can get dirty). On Field Trips day's campers should be sure to wear their camp shirts.

Swim Attire – Adventure Camp and Teen Trekkers will have scheduled swim days as well as water-related activities that take place on-site. Swim days and water activities are highlighted on the weekly schedule for each camp. Please send your camper with proper swim attire, a towel and spray sunscreen on those days.

Spray Sunscreen/Bug Spray – All campers are required to supply their own spray bottle of sunscreen and/or bug spray, due to allergic reactions. Please make sure to mark their name on the bottle. Campers should apply sunscreen and/or bug spray prior to arrival at camp and throughout the day. Reapplication reminders by camp staff will occur at several points throughout the day to ensure protection.

Drop Off Policy

Although camp staff may arrive at the site prior to the program start time, they are not permitted to accept participants before 6:30am. **Children must be accompanied by a parent or authorized adult and must physically sign their child(ren) in on the Sign In/Out form each day. Only Teen Trekkers participants will be able to sign themselves in/out after parent has filled out the release form.**

Pick up Policy

Participants must be signed out from camp by a parent or authorized pick-up. No child will be released to an individual whose name does not appear on their Emergency and Release form and under no circumstances is a child allowed to leave the program unescorted. Staff may ask to see picture identification of anyone picking up the child, including parents. If someone is picking up your child who is not on the list and it is a one-time occurrence, you must send in writing a letter authorizing the adult to pick up in advance. If you to add someone to the list of Authorized Pick-Ups, you may do so by updating your paperwork. Please allow sufficient time when picking up your child. If you will not be able to pick up your child by the program end time, please notify the Park District immediately so staff are aware.

Late Pick up Fee

The pick-up time of 4:00pm for regular camp day and 6:00pm for extended hours is strictly enforced. If the parent is unable to pick up their child by the program end time, it is the parent's responsibility to make other arrangements. Any pick up after program end time will result in a late fee of \$5.00 for the first ten minutes and then \$1.00 per minute after the first ten minutes. After 30 minutes and all emergency listings have been called, staff will notify the Downers Grove Police Department. The child will be transported by the Police to the Police Station. A late form will be administered and turned into the office where you will be expected to pay your late payment before your next camp session begins. If unpaid, your child will not be able to participate in the next session. If late pick up becomes a habit, you run the risk of your child being dismissed from the program.

Late Returns

All camps may leave camp locations for pool, parks and field trips. Due to weather, traffic or various reasons beyond our control, camp may be late in returning to the site. If we anticipate running more than 15 minutes late you will receive notification. Please be sure to update your emergency phone numbers with the Downers Grove Park District to ensure timely communication with you in the event of a late return.

Refunds

Refunds for camp sessions are given only when requests are submitted by the Wednesday prior to the start of the session. Refunds are not prorated to include individual days missed of camp for reasons such as vacation, illness, extra-curricular activities or schedule conflicts. Refunds are issued for extended medical absence with a doctor's note.

Tax Information

The Downers Grove Park District tax identification number is 36-6161023. The Downers Grove Park District does not supply year-end tax information. If you should need a receipt, please contact the Park District at 630-963-1300.

Code of Conduct

The following policies have been established for the benefit of the program. These rules apply to all participants and their parents/guardians.

- No verbal or physical abuse, threatening, obscene, disrespectful or physical violence will be tolerated.
- All threats and threatening behavior will be taken seriously and reported to the authorities.
- Participants must show respect to all staff, participants, all property, equipment and facilities.
- There may be no physical contact, verbal or physical harm towards any participants.
- Participants may not place themselves or others in dangerous situations through actions or behavior.
- No weapons or items that may be used as weapons may be brought to the program.
- Participants may not leave the program area without permission.
- Participants are responsible for their actions and belongings (Bags, jackets, school supplies, items brought from home with permission, etc.) Please note: cell phones and other electronic devices are not allowed at the program.
- No refunds will be issued for suspensions.

Behavior Management Policy

It is our philosophy for discipline to teach participants to take responsibility for their own actions. We try to accomplish this through using specific directions, redirecting a child, positive reinforcements, motivation and through leading by example. Since each participant has different ways of learning, several different methods may be used.

Code of Conduct

- Show respect to all. Including, staff, participants, property and equipment.
- No teasing, verbal or physical abuse, threatening, obscene, disrespectful or physical violence will be tolerated.
- Assure safety for everyone. No weapons or items that may be used as a weapon may be brought to the program. All threats and threatening behavior will be taken seriously and reported to authorities.
- Share resources, staff time, and other materials.
- Assist children and require staff to use appropriate language to resolve conflict and express emotions.
- Build concepts of mutual respect, cooperation and the sensitivity to the needs of others.

General Expectations for Safety

(There will be specific expectations that all children will be expected to follow. The staff will go over these to reinforce.)

- Children should wear gym shoes every day to allow full participation in the activities.
- Only Downers Grove Park District staff, current participants, parents/guardians, invited special guests and adults on the emergency release form will be allowed on the premises during program hours.
- **No electronics, iPods, cell phones or handheld games will be allowed.**
- No clothing that depicts violence or inappropriate themes.
- Personal belongings and toys from home are strongly discouraged. Staff is not responsible for lost, damaged or stolen items and reserves the right to restrict or confiscate inappropriate toys.
- Any toy brought from home must have prior approval from the Camp Director.
- Children must walk while indoors.
- Children must use inside voices while in the building.
- Children must listen when the staff gives instructions.
- Children must follow all directions given.
- Children must use equipment carefully.
- Children must keep hands, mouth, and feet to themselves.

Staff Response to Inappropriate Behavior

- Staff take necessary steps to ensure safety to all of the participants.
- Staff try to redirect inappropriate behavior into positive alternative activities.
- If necessary, the child will be removed from an activity when behavior is inappropriate and redirection has failed. This may also occur if the child's behavior is affecting the safety or integrity of the program.
- After the situation has deescalated the staff discusses with the child acceptable and unacceptable behaviors.
- When inappropriate behaviors are consistently clear, consistent consequences are used. These will be communicated to parents/guardians. Staff may ask for alternative suggestions.

Outcomes for not meeting expectations are implemented; this may include redirection, verbal communication, and inability to participate in activities. As a last resort a break from the activity may be used to provide the child a chance to regain control. Staff will encourage children to practice self-removal when feeling overwhelmed. If the system in place by the program is not working for a specific child, staff and parents/guardians are to work together to create a plan designed for the success of the child.

We expect the parents/guardians to be an active participant in the behavior management of their child. In behavior situations where the child is physical with others or not cooperating with staff, we may call parents/guardians to pick up their child. The parent/guardian are expected to arrange for immediate pick up. Please ensure emergency contact information is up to date.

Our staff puts safety of the children first. Since safety is a primary concern, The Downer Grove Park District has established immediate pick-up procedures which may be implemented in the following situations:

- Biting self or others
- Hitting or injuring self or others
- Spitting on others
- Additional behaviors considered to be unacceptable in a group setting are evaluated on a case by case scenario.

The Downers Grove Park District reserves the right to suspend or dismiss a child from the program if the staff determines that the program can no longer meet the needs of the child, if the child is a physical threat to him/herself or others, or if the child's behavior consistently impedes the normal daily functions of the group. Children may also be dismissed from the program if their parent(s)/guardians demonstrate inappropriate behavior or fail to cooperate with staff. Parents/guardians may not be involved in disciplining any child other than their own. Failure to comply with our policies and procedures may result in suspension for as few as one day or as much as the remainder of the school year. **If a child is removed from the program no refund or proration is given.**

Illness and Injury

Healthy Kids Policy:

- If a child becomes ill during the program, a parent will be notified and asked to pick up the child as quickly as possible. The child must be fever free for 24 hours before returning to the program. If a child vomits, they must go home immediately, if a parent is unable to pick them up, the emergency contacts will be called.
- We ask that you be considerate of other children and staff and keep your child home if they show signs of illness.
- In case of a contagious disease, please notify Camp Staff immediately. All parents at that site will be notified as soon as possible.
- A child must receive appropriate treatment, depending on the condition, before returning to the program and may require a medical release from a physician.
- Paramedics (911) will be called to handle serious injuries. If your child needs emergency medical care, we will accompany them and a parent/guardian must meet us at the medical facility immediately.

Notification of Medical Attention:

- Any minor injury/illness, we will only administer basic first aid such as band-aid or ice pack and you will be notified when you arrive.
- In the case an injury/illness requires more attention we will administer first aid and contact the parent or the emergency contacts in the event you are unreachable. An accident report will be completed as well, and you will be provided a copy for your records.

If necessary, we will contact emergency services and participant will be transported to the nearest hospital.

Dispensing Medication

Strict policies have been put in place regarding the dispensing of medication to participants. These policies must be followed if a participant is required to receive medication while in the program. This includes restrictions for any over the counter medications (including cough drops and pain relievers) and any prescription medication. **Parents/Guardians are required to complete a “Request to Administer Medication Form” for any and all medication to be administered to participants by the camp staff or the participants themselves.**

- All medication in the original container whose prescription label must include patient’s name, physician’s name, pharmacy name, name of medication and complete dosage information. Each day the proper dosage should be sent in the original container. If original container is not available, parent should try to obtain a new one from physician or pharmacy.
- Parent/Guardian must sign and complete a Request to Administer Medication form.
- Medication will be stored in locked area at temperature consistent with package instructions.
- If program is outside, medicine will be in the first aid kit.
- Students are not allowed to keep medication with them; even inhalers must be kept locked up with other medicine. If a child is administering the inhaler themselves, they will simply ask the staff when needed.

Transfer/Possession of Medication

Transfer/possession of all medications provided to camp staff must be signed in on the first day of camp attendance and signed out on the final day of camp attendance. This is to help ensure all medications such as EpiPens, inhalers, etc. are properly returned in a safe and timely manner.

Emergency and Release Form

Only authorized individuals listed on your “Emergency and Release Form” will be permitted to sign a child out. Any adult (parents included) must be prepared to show a picture identification when picking up a child. If under 18, must be able to show a valid, high school photo I.D.

Change of Information:

If a parent has a change of any pertinent information, such as phone numbers, address, marital status or adding someone to the authorized pick up list, a new Health and Authorized Pick-up form must be completed. Only the parent/guardian who completed the original forms can authorize these changes. These forms are available at the site. Parents/ guardians are responsible for informing instructors of any changes to primary custody, restraining orders or any other situations or changes that may affect the participant.

Weather

All camps will be held rain or shine! Please call the Downers Grove Park District in case of severe weather conditions to receive any changes in camp schedule. In cases of extreme heat camp staff will take proper precautions to ensure safety of the campers, such as: frequent water breaks, utilizing shade or covered spaces, limiting physical activity or relocating to an air conditioned location for a brief period during the day. For indoor locations, each camp will go inside at their camp locations. Campers are exposed to sun and bugs. Please apply sunscreen and bug spray before camp. Camp staff may not assist with lotion application. Spray sunscreen and bug sprays are recommended.

Communication with Camp and Administrative Staff

For communication purposes, each camp has a cell phone or land line. Site phones will be on only during program hours and voicemails are checked at the beginning of each camp day. If you need to contact the staff to inform them of an early/late pick up or family emergency, please call the site phone provided. Participants may not use personal cell phones while at the camp unless authorized by staff.

Pee Wee Camp	630-963-1300
Exploration Station	630-963-1300
Adventure Camp	630-991-8738 / 630-963-1300
Teen Trekkers Camp	630-327-2069

Recreation Supervisor

Colleen McGavock	630-960-4495	cmgavock@dgparks.org
------------------	--------------	----------------------

Recreation Specialist

Sara Cunningham	630-960-4281	scunningham@dgparks.org
-----------------	--------------	-------------------------

Registration

Lincoln Center Staff	630-963-1300
----------------------	--------------

Lyman Woods & Museum Camps

Please refer to their forms and information. For questions you can contact Lyman Woods directly with contact information listed below.

Manager of Natural Resources & Interpretive Services

Shannon Forsythe	(630)-963-9388	sforsythe@dgparks.org
------------------	----------------	-----------------------