

**Lake Bluff Park District**

# **Athletic Camp**

**Parent Manual  
2017**



# **Lake Bluff Park District**

## **Mission Statement**

As responsible stewards of community resources, the District will enhance the community through recreational experiences in a fun, safe, and healthy environment.

## **Our Vision**

Strengthening the spirit of community.

## **Our Values**

Continuous Improvement

Community

Stewardship

Service Orientation

Excellence

## **Athletic Camp Manager**

Kim Byrne, [kbyrne@lakebluffparkdistrict.org](mailto:kbyrne@lakebluffparkdistrict.org)

## **Park District Front Desk**

(847)234-4150

### **ARRIVAL- ALWAYS AT RECREATION CENTER GYM**

Children should arrive at camp no sooner than 8:55 a.m. as staff will be preparing for the day's activities. Staff will be unable to accept children into the program or assume responsibility for them prior to the start of camp. If a child is dropped off before 8:55 a.m. your child will be sent to the before camp care and a fee of \$5 fine for every 5 minutes before 8:55 a.m. will be assessed. Children are welcome to ride their bikes to camp. Please be sure that all bikes have locks as we cannot assume responsibility for them.

### **DEPARTURE- ALWAYS AT RECREATION CENTER GYM**

Children must be signed out by parent/guardian at the program's conclusion. If a child is riding a bike to and from camp please email [kbyrne@lakebluffparkdistrict.org](mailto:kbyrne@lakebluffparkdistrict.org) to let us know. If a child is not picked up by 3:00 p.m. your child will be sent to the after camp care and a fee of \$5 fine for every 5 minutes past 3:00 p.m. will be assessed. The Park District does recognize that unavoidable situations occur upon occasion and we will take this into consideration. Please, in the case of an emergency and if at all possible, phone and let the staff know.

The procedure for handling late situations when a parent or guardian does not pick up a child at a program site at the conclusion of the program shall be as follows:

First Occurrence:                      Camp Directors will remind parent/guardian of the late fee policy for the program.

Second Occurrence:                    Camp Directors will charge fee accordingly and inform his/her parent/guardian. Signature will be required on the late form.

### **Bike Riders:**

Campers are allowed to ride their bike to camp. In order for campers to ride their bike, we must have parent consent. Please send an email to [kbyrne@lakebluffparkdistrict.org](mailto:kbyrne@lakebluffparkdistrict.org) to give consent for your camper to ride their bike. Campers must show up to camp when camp begins at 9:00am and will be allowed to leave once camp is over at 3:00pm. Campers will not be released without permission.

### **Code of Conduct**

It is the goal of ARC to provide each child with an environment that is safe, secure, nurturing and enjoyable. In order for us to accomplish this goal, the staff must insist that every child treat the other children, staff, facilities and materials with respect. All participants are expected to exhibit appropriate behavior at all times while participating in Lake Bluff Park District programs or activities. Guidelines are designed to provide a safe and enjoyable environment for all participants. Please feel free to talk with the Camp Services Manager or the Recreation Services Manager if you have any questions or concerns.

### **Code of Conduct(cont'd)**

Participants and parents shall:

1. Show respect to all participants and staff.
2. Refrain from using foul language.
3. Refrain from causing bodily harm to participants or staff.
4. Show respect while using equipment, supplies and facilities.
5. Respect the privacy of others and their belongings.
6. Take direction from program staff.

### **Discipline**

Discipline (the ongoing process of helping children to develop inner controls so that they can manage their own behavior in a socially approved way) is done through firm statements, redirection of behavior or removal from the group. Under no circumstance will a child be subjected to any form of corporal punishment or verbal abuse.

The procedure for handling severe discipline situations involving children in shall be as follows:

**First Occurrence:** Camp Services Manager will attempt to control the participant and warn of the potential consequences. Parent(s) may be asked to meet with staff for a conference. An incident report will be filed. A participant may be required to take a time-out away from the Day Camp for one or more days because of unacceptable behavior.

**Second Occurrence:** Camp Services Manager will report disruptive or dangerous behavior to the coordinator. The participant and parent(s) will be advised verbally and a discipline report will be filed. A participant may be required to take a time-out away from the Day Camp site for one or more days because of unacceptable behavior.

**Third Occurrence:** The Park District will notify the participant and parent(s) in writing that Day Camp will no longer tolerate the participant's behavior and the participant is either suspended or dropped from the program. A child may be immediately dropped from Day Camp if she/he puts her/himself or another child or staff person in danger. If a child leaves Day Camp without permission she/he may be immediately dropped from the program. No refunds will be given to children dismissed from Day Camp

### **ABSENCES**

On days your child will miss camp, arrive late, or need to leave early please email [kbyrne@lakebluffparkdistrict.org](mailto:kbyrne@lakebluffparkdistrict.org) and let us know. You can also report an absence at 847-234-4150 any time of day.

### **DRESS**

Campers should wear comfortable, durable play clothing appropriate for the camp and weather conditions. Labeling clothing is recommended to keep lost items to a minimum. Clothing worn to camp may become dirty as the campers play. Children must wear gym shoes to participate in various activities. Please do not send your child in sandals or

### **DRESS(cont'd)**

Crocs; they become a safety issue with our outdoor activities. In addition, children must wear their camp T-shirt on all field trips.

### **LUNCHES**

Each camper should bring a lunch each day and a morning snack. Please have your child bring a WATER BOTTLE EVERY DAY. With regards to environmental matters, we encourage campers to bring their labeled lunch and beverage in a reusable lunch container. Lunches are kept in the camper's backpacks until lunch. **Refrigeration is not available.**

#### **Optional Hot Lunch Days**

- Every Wednesday-Pizza Day- 6/21, 6/28,7/5, 7/12, 7/19, 7/26, 8/2, 8/9,8/16
- Friday-Cookout Day- 6/23, 7/14, 7/21,8/11, 8/18
- Please fill out pizza/cookout order form and return it to the front desk. Camp staff will not accept food forms.

#### **Birthday Treats**

- If your child would like to bring a treat to celebrate his/her birthday please email [kbyrne@lakebluffparkdistrict.org](mailto:kbyrne@lakebluffparkdistrict.org) to make arrangements
- All treats must be store bought, gluten free, nut free, and dairy free. Popsicles are recommended.

### **SUNSCREEN**

Your child needs to be sent with sunscreen EVERYDAY! Children will be given several opportunities to reapply as needed each day.

### **PERSONAL ITEMS**

All personal items (backpacks, tote bags, lunch boxes/bags, etc.) must be clearly labeled with your child's name on it. Please do not allow your child to bring items that may be broken or lost. **NO ELECTRONIC DEVICES ALLOWED!**

### **PARENTAL RESPONSIBILITY**

It is the responsibility of the parent or guardian to notify and inform the Park District, at the time of registration, of any medical condition or disability that may require special consideration by Park District Staff. Our goal is to serve your child in the most effective manner possible. Your confidentiality will be respected.

### **MEDICATION**

If a child needs to receive medication at camp, a written form is required and medication must be in the original prescription container. Please fill out the medication dispensing information form found in your parent packet. Please discuss any special instructions with the camp services manager.

### **FIRST AID, ILLNESS AND MEDICAL EMERGENCIES**

Staff will administer first aid to a child on a limited basis for small accidents such as minor cuts, scrapes, and bloody noses. Your consent for the staff to administer first aid to your child is part of your registration agreement.

### **FIRST AID, ILLNESS AND MEDICAL EMERGENCIES(cont'd)**

If your child is ill or has a fever, we discourage their participation. If a child becomes ill during the program, a parent will be notified and requested to pick up their child. If you are not available we will call the first person listed as an emergency contact on your child's information form. Your child must be fever-free for 24 hours before returning to the program. In the event of a medical emergency or an accident, we will call 911 for immediate emergency care and then contact the parents of the child.

Park District employees are not permitted to transport any program participant or injured parties in park vehicles or private automobiles.

### **CAMP STAFF**

Camp is staffed daily by a highly qualified, experienced Camp Director. Counselors are a mixture of mature and enthusiastic college and high school students. All camp staff undergoes extensive camp training. We are very proud of our staff and think you will feel the same.

### **CAMP T-SHIRTS**

Campers will receive one camp T-shirt for the summer. T-shirts will be distributed the first week of camp.

### **LOST AND FOUND**

A lost and found box will be located in the Recreation Center lobby. After camp ends for the summer, all leftovers will be donated to charity. Please label all items that are brought to camp.

### **EARLY BIRD**

Early Bird is available for those parents who need to drop off his/her child before 8:55 a.m. Please sign up at the front desk if needed.

### **STAY AND PLAY**

Stay and Play is available for those parents who need to keep his/her child after 3:00 p.m. Please sign-up at the front desk if needed.

### **SNACK SHACK**

Mondays through Friday, campers will be allowed to bring money and purchase snacks/drinks from the snack shack. We will have items such as Gatorade, water, candy, fruit snacks, freeze pops, etc. Snack shack will be available to all campers after lunch but is optional. Each item will cost from \$1.00 - \$2.00. THE VENDING MACHINE IN THE LOBBY WILL BE OFF LIMITS TO CAMPERS DURING CAMP HOURS.

### **BEACH DAYS**

will be going to the beach on Friday afternoon when we are not on a field trip. We will walk to the beach after the morning sessions and we will return to the park district in time for 3:00 pick-up. campers may walk home from the beach only if there is permission from the parent written in email to [kbyrne@lakebluffparkdistrict.org](mailto:kbyrne@lakebluffparkdistrict.org) The cookout will be served at the beach for those campers ordering cookout.

### **CALENDAR (See Attachment)**

The following is a calendar of special events for Athletic Camp.