

**Lake Bluff Park District**  
**Day 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

## **Camp Service Manager**

**Lauren Brunner**

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(847) 828-2255

Dear Parent(s),

Welcome to Day Camp 2017! We are looking forward to a summer full of fun and excitement for your child. Some of you may be new to Lake Bluff Park District camps and some have been coming for years, but as always it is important to read through all the information before we begin our camp year! Many questions you have will be answered in this letter and/or in the schedule. If you have any additional questions that have not been answered please feel free to email Lauren at [lbunner@lakebluffparkdistric.org](mailto:lbunner@lakebluffparkdistric.org).

### **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.

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 Day Camp 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

## **COUNSELOR/CHILD RATIOS**

8 campers to 1 counselor

## **ARRIVAL- AT BLAIR PARK MONDAY-FRIDAY**

Children should arrive at camp no sooner than 8:15 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. 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- AT BLAIR PARK MONDAY-FRIDAY**

Children must be picked up by parent/guardian at the program's conclusion. 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 will take this into consideration. Please, in the case of an emergency and if at all possible, call 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 Services Manager will remind parent/guardian of the late fee policy for the program.

**Second Occurrence:** Camp Services Manager 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. Campers must show up to camp when camp begins at 8:15am and will be allowed to leave once camp is over at 3:00pm. If campers need to come late or leave early, a parent must call the park district or send a note. Campers will not be released without permission.

## **ABSENCES**

On days your child will miss camp, please email [lbrunner@lakebluffparkdistrict.org](mailto:lbrunner@lakebluffparkdistrict.org) and let us know. You can also call the Park District at 847-234-4150 and let the front desk know.

## **DRESS**

Campers should wear comfortable, old, 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, complete their art projects, and explore the outdoors. Children must wear gym shoes to participate in various activities. Please do not send your child in flip-flops or Crocs; they become a safety issue with our outdoor activities. However, flip flops may be sent in your child's bag to wear to the pool, or on the sand at the beach, but they are not acceptable daily footwear. Sandals with a hard sole and a back strap such as Tevas are acceptable. **In addition, children must wear their camp T-shirt on all days marked on the calendar as a field trip.**

## **LUNCHES**

Each camper should bring a lunch every 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.** A suggestion is to freeze a juice box and put it in your child's lunch bag; it will serve a dual purpose of keeping both the lunch and drink cold.

- Pizza Days – Every Wednesday: 6/21, 6/28, 7/5, 7/12, 7/19, 7/26, 8/2, 8/9 and 8/16
- Cook Out Days – Fridays (except Field Trip Days): 6/23, 7/7, 7/21, 8/11, 8/18  
**(KINDERGARTEN WILL HAVE COOK OUT EVERY FRIDAY)**
- Please fill out the pizza/cookout order form and return it to the camp service manager or counselor before each session begins
- If you are interested in bringing in a treat for the group, please ask the camp service manager before doing so to avoid any allergy concerns.

## **SNACK SHACK:**

Most days after lunch, 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 but is optional. Each item will cost from .25c - \$1.00.

## **SUNSCREEN**

Your child needs to be sent with sunscreen **EVERYDAY!** We put it on at least twice a day and reapply as needed. Please label your child's sunscreen. Please speak to your child's counselor directly if they have specific sunscreen needs (i.e. more frequent application)

## **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 which can be found on line at <http://www.lakebluffparks.org/forms> on the camp page. If needed, please complete this form and return to the park district guest service desk prior to the start of camp. Please discuss any special instructions with the camp service 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.

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.

## **SWIMMING**

Campers will have free swim multiple times a week. It is possible that campers will have pool time on days that are not assigned. Please bring a swimsuit and towel every day. If your child's toes do not touch the bottom of the pool in the shallow end they will need to wear a life jacket during free swim. This is a rule set by the Pool Manager if you believe your child is a very strong swimmer and should be exempt from this rule please contact them.

## **SWIM LESSONS**

Swim lessons are included as part of the fee and held Monday – Thursday. Campers should come dressed to swim. Swim Lessons begin first thing the morning so if you are dropping your child off late, and you cannot find their counselor, check the pool deck.

## **CAMP STAFF**

Camp is staffed daily by two highly experienced camp directors. 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. If you have any concerns about your child's counselor please speak to the camp service director and not the counselor directly. We are here to ensure your child has a fun and safe summer.

## **CAMP T-SHIRTS**

Campers will receive one camp T-shirt for the summer. T-shirts will be distributed the first week of camp and **MUST** be worn on all Field Trips.

## **LOST AND FOUND**

Each day the camp counselors and directors will put all misplaced items in the lost and found located in the front atrium of the Park District. You may look there for your child's misplaced items. While counselors will try and help campers stay on top of their belongings it is your child's responsibility to keep track of their items. After camp ends, all leftovers will be donated to charity. Please label all items that are brought to camp.

## **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 for this care with the front desk staff.

## **CALENDAR (See Attachment)**

We hope to expose your child to a variety of fun and new experiences throughout the course of the summer. The following is a calendar of off-site trips, events, and food days.