

Lake Bluff Park District

Mighty Sprouts

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

Marcine Zbynksi

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(847) 457-7355

Early Childhood Director

Dana Hansen

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(847) 457-7352

Dear Parent(s),

Welcome to 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 Marcine Zbynski, mzbynsk@lakebluffparkdistrict.org.

Code of Conduct

It is the goal of Mighty Sprouts is 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 Mighty Sprouts 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 Mighty Sprouts Camp for one or more days because of unacceptable behavior.

Second Occurrence: Camp Services Manager will report disruptive or dangerous behavior to the director. 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 Mighty Sprouts 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 Mighty Sprouts 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 Mighty Sprouts if she/he puts her/himself or another child or staff person in danger. If a child leaves Mighty Sprouts Camp without permission she/he may be immediately dropped from the program. No refunds will be given to children dismissed from Mighty Sprouts Camp

COUNSELOR/CHILD RATIOS

5 campers to 1 counselor

ARRIVAL- AT BLAIR PARK MONDAY-FRIDAY

Children should arrive at camp no sooner than 8:55 a.m. as staff will be preparing for the day's activities. **PLEASE REFER TO ARRIVAL AND DEPARTURE PROCEDURES MAP.** Staff will be unable to accept children into the program or assume responsibility for them prior to the start of camp.

DEPARTURE- AT BLAIR PARK MONDAY-FRIDAY

Children must be picked up by parent/guardian at the program's conclusion **ONLY AT DESIGNATED ARRIVAL AND DEPARTURE SITE.** If a child is not picked up by 1:00 p.m. your child will be sent to the after camp care (Kidzone) and a fee of \$5 fine for every 5 minutes past 1:00 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. ***If you intend to have your child picked-up by a person other than you, please put your intentions in writing and notify that person to bring a picture ID.***

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.

ABSENCES

On days your child will miss camp, please email mzbynski@lakebluffparkdistrict.org to let us know. You can also call Dana Hansen, (847) 457-7352.

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 at 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 Texas 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 – Most Wednesday's*: 6/21, 6/28, 7/5, 7/12, 7/19, 7/24*, 8/2 (We will be having pizza Monday 7/24 as that Wednesday will be a field trip)
- Grill Out Days – Friday's: 6/17, 7/1, 7/15, 7/29, 8/5

- 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.

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 Monday- Thursday, 9:50 -10:10am. Please wear a swimsuit and bring a towel every day.

SWIM LESSONS

Swim lessons are included as part of the fee and are held on Monday – Thursday, 9:20-9:50am. ***Campers should come dressed to swim, sunscreen already applied.*** Swim Lessons begin first thing in 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.

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.

Early Bird / Kidzone

Mighty Sprouts has the option to enroll in Early Bird (before camp care) and Kidzone (after camp care) for an extra fee. Please see Guest Services.

The staff and I are very excited about camp and the activities that we have planned for the summer. Communication is important, so feel free to see me at any time if you have questions or concerns.

Sincerely,

Marcine Zbynski
Camp Services Manager