

**Lake Bluff Park District**

**Mini  
Sprouts Camp  
2017**



**Parent Manual**

# Lake Bluff Park District

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## **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 Manager**

Marcine Zbynski  
mzbynski@lakebluffparkdistrict.org  
847.457.7355

## **Preschool and Early Childhood Director**

Dana Hansen  
dhansen@lakebluffparkdistrict.org  
847.457.7352

Dear Parent,

Welcome to Mini Sprouts 2017! We are looking forward to a summer full of fun and excitement for your child. Please carefully read and keep all the information in this packet for future reference, as it is full of important information. Many questions you have will be answered in this letter and/or on the schedule. Information can also be found on our website, [www.lakebluffparks.org](http://www.lakebluffparks.org).

Our counselors are looking forward to a fun filled, memorable summer. We have lots of fun activities, games and crafts planned. Our program follows a weekly theme by which our counselors will base their activities on.

## **Camp Dates and Times**

**First Session:** Monday, June 19<sup>th</sup> – Friday, June 30<sup>th</sup>  
**9:00 a.m. – 11:30 a.m.**

**Second Session:** Monday, July 3<sup>rd</sup> – Friday, July 14<sup>th</sup>  
**9:00 a.m. – 11:30 a.m.**

**Third Session:** Monday, July 17<sup>th</sup> – Friday, July 28<sup>th</sup>  
**9:00 a.m. – 11:30 a.m.**

**Fourth Session:** Monday, July 31<sup>st</sup> – Friday, August 11<sup>th</sup>  
**9:00 a.m. – 11:30 a.m.**

**Fifth Session:** Monday, August 14<sup>th</sup> – Friday, August 18<sup>th</sup>  
**9:00 a.m. – 11:30 a.m.**

## ARRIVAL

- All parents will drop off/pick up their child each day at the preschool wing where they will receive a room assignment.
- Children should arrive at camp no sooner than 9:00 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.

## DEPARTURE

Children must be picked up by parent/guardian at the program's conclusion. All children must be signed out each day by a parent or other adult over the age of 18 authorized on the Summer Information Form or by notifying us with a written note about a special situation. Anyone other than parents will need to show a form of ID in order to pick up a child.

If a child is not picked up by 11:30 a.m. your child will be sent to the Kidzone childcare and a late fee will be incurred.

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 Manager will remind parent/guardian of the late fee policy for the program.

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

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, phone the front desk and let the staff know.

## ABSENCES

On days your child will miss camp, please call Dana Hansen at 847.457.7352. Leave a voice mail any time of day at this extension.

## DRESS

- Campers should arrive at camp with his/her swimsuit and **plastic diaper liner (required!!!)** on.
- Please pack a towel for your child.
- Campers should wear comfortable, old, durable play clothing appropriate for the camp and weather conditions.
- Label a Ziplock bag and pack an extra change of clothes and underwear if your child is potty trained.
- 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 or sandals with covered toes.

## **SUNSCREEN**

Your child needs to be **sent with sunscreen applied before the start of camp EVERYDAY!** The pool staff has requested that campers NOT be sent in spray sunscreen, as is it damaging to the pool filtration system. We reapply as needed and after water activities. We recommend **50+ SPF** and **face sticks** (i.e. Bullfrog) for easiest application.

## **PERSONAL ITEMS**

All personal items (backpacks, tote bags, lunch boxes/bags, etc.) **must be clearly labeled** with your child's name on it. No electronics will be 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 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, your child should not come to camp. 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 Counselors are a mixture of mature and enthusiastic college and high school students. All camp staff have undergone 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.

## **LOST AND FOUND**

A lost and found box is located in the Park District's main lobby.

## **IMPORTANT PHONE NUMBERS**

**Front Office:** 847.234.4150

**Dana Hansen:** 847.457.7352

**Marcine Zbynski:** 847.457.7355

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 speak to me at any time if you have questions or concerns.

Sincerely,

Marcine Zbynski  
Camp Manager

### Mini Sprouts Camp

Please remember to bring the following to camp:

- Diapers
- Swim Diapers
- Plastic Swim Diaper Liner
- Sunscreen
- Extra Clothes
- Swim Suit
- Other \_\_\_\_\_

Make sure to **label** all your child's belongings.

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