

Lake Bluff Park District
Day Camp
Parent Manual
2018



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 Services Manager

Lauren Brunner

lbrunner@lakebluffparkdistrict.org

(847) 828-2255

Recreation Services Manager

Rosie Aliperta

raliperta@lakebluffparkdistrict.org

(847) 457-7337

Superintendent of Community Recreation, Safety, and Outreach Services

Jim Lakeman

jlakeman@lakebluffparkdistrict.org

(847) 457-7343

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Dear Parent(s),

Welcome to **Day Camp 2018!** 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 your **Camp Services Manager, Lauren Brunner**, at lbrunner@lakebluffparkdistrict.org.

CODE OF CONDUCT

Lake Bluff Park District's goal of summer camp is to provide each camper 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 camp shall be as follows:

1ST 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 camp for one or more days because of unacceptable behavior.

2ND 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 camp site for one or more days because of unacceptable behavior.

3RD Occurrence: The Park District will notify the participant and parent(s) in writing that 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 camp if she/he puts her/himself or another child or staff person in danger. If a child leaves camp without permission she/he may be immediately dropped from the program. No refunds will be given to children dismissed from camp.

ARRIVAL – 8:15am @ Blair Park: Monday-Friday

Campers should arrive at camp no sooner than **8:15am** 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. Campers are welcome to ride their bikes to camp with documented permission. We encourage all children to wear a helmet while riding their bikes! Please be sure that all bikes have locks as we cannot assume responsibility for them. Any bikes left unattended for longer than 24 hours may be removed by the Park District at any time.

DEPARTURE – 3:00pm @ Blair Park: Monday-Friday

Camp dismissal will be at **3:00pm**. Campers must be picked up by parent/guardian at the program's conclusion. If a child is not picked up by 3:00pm your child will be sent to the after-camp care program and a fee of \$5 fine for every 5 minutes past 3:00pm 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 will be late.

The procedure for handling late situations when a parent/guardian does not pick up their camper at the conclusion of the camp day shall be as follows:

1ST Occurrence: Camp Services Manager will remind parent/guardian of the late fee policy for the program.

2ND Occurrence: Camp Services Manager will charge fee accordingly and inform his/her parent/guardian. Signature will be required on the late form.

EARLY BIRD

Early Bird is available for parents who need to drop their child off at camp earlier than their camp start time. Staff supervision will be available from 7:00am until the start of camp. Please register for this extended care program at the front desk.

STAY AND PLAY

Stay and Play is available for parents/guardians who need additional child care after camp until as late as 6:00pm. Stay and Play will be held at the Paddle Hut. Please sign up for this extended care program with the front desk staff.

WALKERS/BIKE RIDERS:

Campers are allowed to walk or ride their bike to camp. In order for campers to walk or ride their bike, we must have documented permission. Please email your Camp Services Manager or provide a written note for your camper to walk or ride their bike to camp. Campers must show up to camp at their designated arrival time and will be allowed to leave once camp is dismissed. If campers need to arrive late or leave early from camp, a parent must call or send a note to the Camp Services Manager for their late arrival or early release. Campers will not be released without permission.

ABSENCES

On days your child will be missing camp, please notify your Camp Services Manager. This also applies to any campers that will be arriving late to camp or need to be picked up from camp early.

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.

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 with the child's name. 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 front desk prior to the start of camp. Please discuss any special instructions with your Camp Services Manager.

CAMP STAFF

Camp is staffed daily by a highly qualified and experienced Camp Manager. 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 Services Manager and not the counselor directly. We are here to ensure your child has a fun and safe summer.

CAMPER/COUNSELOR RATIO

8 campers to 1 counselor.

LUNCHES

Each camper should bring a lunch every day and a morning snack. Please have your camper 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 time. **Refrigeration is not available**, please plan accordingly. 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.

Hot Lunch Days (Wednesdays & Fridays)

Hot lunch days are included in the camp fee. If your child has dietary restrictions, please let us know and we can accommodate as best as we can.

- Wednesdays – Pizza Day
- Fridays – Cookout Day (Hotdogs/Hamburgers from Meatheads)

****Please reference the camp calendar for any adjustments to the Hot Lunch schedule due to off-site field trips, events, etc.***

Birthday Treats

If your camper would like to bring a treat to celebrate his/her birthday, please contact your Camp Services Manager to make arrangements. All treats must be store bought, gluten free, nut free, and dairy free. Popsicles are recommended.

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 and is optional. Each item will cost from .25c – \$1.00. **THE VENDING MACHINE IN THE LOBBY WILL BE OFF LIMITS TO CAMPERS DURING CAMP HOURS!**

SWIM LESSONS

Swim lessons are included in the camp fee. Lessons take place Monday –Thursday. Campers should arrive to camp dressed and ready to swim. Swim lessons begin first thing in the morning so if you are dropping your child off late, and are unable to find their counselor, check the pool deck as they may have already started their lesson. Please see schedule below:

8:20 – 9:00 a.m. – Grades K-2

9:05 – 9:45 a.m. – Grades 3-7

12:30 – 1:30 p.m. - Free Swim Group 1

1:30 – 2:30 p.m. – Free Swim Group 2

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 the pool.

SUNSCREEN

Your child needs to be sent with their own sunscreen **EVERY DAY!** We put it on at least twice a day and reapply as needed. We encourage your camper to show up to camp with sunscreen already applied. Please label your camper's sunscreen to prevent from getting lost or misplaced. If you have specific sunscreen needs for your child (i.e. more frequent application), please speak to your child's counselor or the Camp Services Manager directly.

DRESS

Campers should wear comfortable, durable play clothing appropriate for 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, create 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.**

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. We advise you to label your child's first and last name on the tag or inside the neck collar of their T-shirt.

CALENDAR

We hope to expose your child to a variety of fun and new experiences throughout the course of the summer. In this packet you will find a camp calendar including activities, off-site trips, and events for your child's camp. Please communicate with your Camp Services Manager for any questions regarding the calendar.

BEACH DAYS

We will be going to the beach on Wednesdays 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 pick up. Campers may walk home from the beach only if there is permission from the parent written in email to the Camp Services Manager. The cookout will be served at the beach.

PERSONAL ITEMS

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

LOST AND FOUND

Each day the camp counselors and managers 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 unclaimed items will be donated to charity. Please label all items that are brought to camp.