

# Lake Bluff Park District Mighty Sprouts Parent Manual 2018



# 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 Services Manager**

**Marcine Zbynski**

mzbynski@lakebluffparkdistrict.org  
(847) 457-7355

## **Preschool and Early Childhood Director**

**Dana Hansen**

dhansen@lakebluffparkdistrict.org  
(847) 457-7352

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Dear Parent,

Welcome to Mighty Sprouts 2018! We are looking forward to a summer full of fun and excitement for your child. There are a few very important items below, as well as the camp schedule/calendar which includes important information. Please carefully read and keep all the information for future reference. Many of the questions you have will be answered in this Parent Manual and/or in the schedule/calendar. Information can also be found on our website, [www.lakebluffparks.org](http://www.lakebluffparks.org). If you have any additional questions that have not been answered please feel free to call Camp Services Manager Marcine Zbyski, (847) 457-7355.

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 upon.

### **Camp Dates and Times**

#### **Monday/Wednesday/Friday**

**First Session:** Monday, June 18<sup>th</sup> – Friday, June 29<sup>th</sup>  
**9:00 am – 1:00 pm**

**Second Session:** Monday, July 2<sup>nd</sup> – Friday, July 13<sup>th</sup> (no camp July 4)  
**9:00 am – 1:00 am**

**Third Session:** Monday, July 16<sup>th</sup> – Friday, July 27<sup>th</sup>  
**9:00 am – 1:00 pm**

**Fourth Session:** Monday, July 30<sup>th</sup> – Friday, August 10<sup>th</sup>  
**9:00 am – 1:00 pm**

**Fifth Session:** Monday, August 13<sup>th</sup> – Friday, August 17<sup>th</sup>  
**9:00 am – 1:00 pm**

#### **Tuesday/Thursday**

**First Session:** Tuesday, June 19<sup>th</sup> – Thursday, June 28<sup>th</sup>  
**9:00 am – 1:00 pm**

**Second Session:** Tuesday, July 3<sup>rd</sup> – Thursday, July 11<sup>th</sup>  
**9:00 am – 1:00 pm**

**Third Session:** Tuesday, July 17<sup>th</sup> – Thursday, July 26<sup>th</sup>  
**9:00 am – 1:00 pm**

**Fourth Session:** Tuesday, July 31<sup>st</sup> – Thursday, August 9<sup>th</sup>  
**9:00 am – 1:00 pm**

**Fifth Session:** Tuesday, August 14<sup>th</sup> – Thursday, August 16<sup>th</sup>  
**9:00 am – 1:00 pm**

## **ARRIVAL**

- Children should arrive at camp no sooner than 9:00am 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.
- Please drop your child off in front of the paddle hut. Stay in your car as the counselors help your child(ren) out of the car.
- If your child is signed up for the Early Bird program, days that we are at the Rec Center camp staff escorts them to Mighty Sprouts camp.
- Please make your goodbyes as brief as possible to ensure the most successful transition for your child.

## **DEPARTURE**

Children must be picked up by parent/guardian at the program's conclusion in front of the paddle hut. If a child is not picked up by 1:00pm your child will be sent to the daycare (Kidzone) and a fee of \$5 for every 5 minutes past 1:00pm 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 Services Manager will remind parent/guardian of the late fee policy for the program. Parent/guardian charged Kidzone fee as stated above.     |
| Second Occurrence: | Camp Services Manager will charge parent/guardian a late fee in addition to services used at Kidzone. Signature will be required on the late form. |

## **Code of Conduct**

It is the goal of Mighty Sprouts 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 Preschool and Early Childhood Director 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) occurs 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 Mighty Sprouts 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 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 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 without permission she/he may be immediately dropped from the program. No refunds will be given to children dismissed from Mighty Sprouts.

### **COUNSELOR/CHILD RATIO**

5 campers to 1 counselor

### **ABSENCES**

On days that your child will miss camp, please call (847) 457-7352 to let us know.

## **DRESS**

- Campers should arrive at camp with his/her swimsuit on.
- Campers should wear comfortable, old, durable play clothing appropriate for the camp and weather conditions.
- Pack extra change of clothes.
- 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 (preferred).

## **SNACKS & 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 as it will serve a dual purpose of keeping both the lunch and drink cold.
- Lunches should always be **peanut and tree-nut free**.
- Camp provides lunch to campers on Wednesday (pizza) and Friday (cook out). Please bring water bottle for drink.

## **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 not as protective as lotion (and the pool filtration system cannot tolerate the spray).
- We reapply as needed and after water activities.
- We recommend **face sticks** (i.e. bullfrog) for easiest application.
- Please speak with your child's counselor directly for more specific 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. Please do not allow your child to bring items from home. 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. ***All campers must be potty trained.***

## **MEDICATION**

If a child needs to receive medication at camp, a consent 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 the form and return to the park district guest service desk prior to the start of camp. 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.

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 will be 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.

## **SWIM LESSONS**

- Swim lessons are INCLUDED in the camp fee and held Monday - Thursday (9:20 – 9:50 am).
- Campers should come dressed in their swimsuits everyday.
- Counselors will escort campers to their lesson and stay to watch them.

## **FREE SWIM**

Campers will have free swim Monday – Thursday (9:50 – 10:20 am)

## **CAMP STAFF**

Camp is staffed daily by the Camp Services 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.

## **CAMP T-SHIRTS**

Campers will receive one camp T-shirt for the summer. T-shirts will be distributed to the campers and worn home.



### **LOST AND FOUND**

A lost and found box will be located in the Rec Center lobby for misplaced items. After camp ends, all left items 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 for information.

### **IMPORTANT PHONE NUMBERS**

**Mighty Sprouts Office Line (Marcine Zbynski): 847-457-7355**

**Dana Hansen: 847-457-7352**

**Front Office: 847-234-4150**

**North Beach: 847-295-6586**

**Kidzone: 847-457-7353**

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

Marcine Zbynski

Camp Services Manager