

Lake Bluff Park District

Mini Sprouts Camp 2018



Parent Manual

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

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 Mini Sprouts 2018! 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 Parent Manual and/or on the calendar. Information can also be found on our website, 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 activities upon.

Camp Dates and Times

Monday/Wednesday/Friday

First Session: Monday, June 18th – Friday, June 29th
9:00 – 11:30 am

Second Session: Monday, July 2nd – Friday, July 13th
9:00 – 11:30 am

Third Session: Monday, July 16th – Friday, July 27th
9:00 – 11:30 am

Fourth Session: Monday, July 30th – Friday, August 10th
9:00 – 11:30 am

Fifth Session: Monday, August 13th – Friday, August 17th
9:00 – 11:30 am

Tuesday/Thursday

First Session: Tuesday, June 19th – Thursday, June 28th
9:00 – 11:30 am

Second Session: Tuesday, July 3rd – Thursday, July 11th
9:00 – 11:30 am

Third Session: Tuesday, July 17th – Thursday, July 26th
9:00 – 11:30 am

Fourth Session: Tuesday, July 31st – Thursday, August 9th
9:00 – 11:30 am

Fifth Session: Tuesday, August 14th – Thursday, August 16th
9:00 – 11:30 am

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 am 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 your child is not picked up by 11:30 am the child will be sent to the daycare (Kidzone) and a fee of \$5 for every 5 minutes past 11:30 am will incur.

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.

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 Guest Services, (847) 234-4150.

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.

Code of Conduct

It is the goal of Mini Sprouts camp 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 Director of Early Childhood Education 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:

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 camp for one or more days because of unacceptable behavior.

Second Occurrence: Camp Services Manager will report disruptive or dangerous behavior to Preschool and Early Childhood 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 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 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

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.

FREE SWIM

Free swim, in the tot pool, will be on Wednesday and Thursday.

COUNSELOR/CHILD RATIO

1 Counselor to 5 Children

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 consent 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

Kidzone: 847-457-7353

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 Services 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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