



2017 Parent Handbook



Oak Brook Park District
Camp Programs



Welcome to Summer Camp at Oak Brook Park District!

Please review this handbook, fill out and return the enclosed information forms on your first day of camp. If you have any questions, please call (630) 645-9516.

CAMP GOALS

- Emphasize the teaching and learning of skills and activities.
- Teach and instill the concept of teamwork through planned activities.
- Create mutual respect for other people and their ideas, thoughts and actions.
- Introduce campers to new activities.
- Teach campers proper social skills, i.e., good sportsmanship.
- Maintain a safe and respectful learning environment.
- Emphasize fun in activities and de-emphasize competition.
- Provide positive role models for the children.

SITE ADDRESS & CONTACT INFORMATION

Family Recreation Center (FRC)

1450 Forest Gate Road, Oak Brook, Illinois 60523

Administration Office p: (630) 645-9590

Camp Directors Office p: (630) 645-9579

Our camp Philosophy is to serve the needs of children between the ages of 3 and 11 by opening doors to the wonders of art, entertainment, culture, nature, technology and socialization within a park district setting. Camp activities are designed to help each camper become independent, enhance self-confidence, develop self-awareness and develop mind and body in a fun and safe learning environment.

PROGRAM HOURS OF OPERATION

Morning Playground Camp	9 -11:30am
All Day Playground Camp	9am -3pm
Pee Wee Camp	9 -11:30am
Program Dates	June 13-August 5

HOW TO REGISTER

Preregistration is required at least 24 business hours in advance. Registration hours are Monday through Friday, 9am-5pm.

1. Complete the General Registration form online or fax, email, or drop off in person.
2. Read the Parent Handbook and complete the Emergency Contact form

WAITING LISTS

The program you are interested in may be full at times. You may sign up to be on a waiting list by providing your name, phone number and program of interest at the Administration Office. You will be contacted when an opening is available. You will have 48 hours to register. If you have not registered within that 48-hour period, your name will be taken off the waiting list. Please note that waiting lists do not guarantee a spot in the program.

PROGRAM CANCELLATIONS WITHDRAWAL/REFUNDS

A \$5 service charge will be applied to each class cancelled if received at least 2 business days before a program begins. No refunds will be given after the second class has met. Prorated refunds may be issued if accompanied by a signed physicians note. The refund will be determined once the note is received. Full refunds offered in the event the park district cancels the program. After a session begins no refunds are issued. Medical refunds require a doctor's note. *Due to the discount, no refunds or proration will be issued for full-run sessions of programs.

DAILY SIGN IN/OUT PROCEDURES

Upon arrival each day, you must sign your child IN and OUT. Each child must be signed in properly before the camp staff can assume responsibility for that child. Parents who fail to sign campers in will be called to come back and do so before the camper(s) are allowed to engage in any camp activities for the day.

You are expected to communicate any daily schedule changes to the Camp Director in writing (doctor appointments, early pickup, etc.) at time of drop off or within 30 minutes of the start of the program.

Playground Camp drop off and pick up is done at the entrance between the Splash Park and the playground accessed by the service drive on the right side of the building. Camp begins at 9:00am and ends at 11:30am or 3:00pm each day. Drop off time ends at 9:15am, after this time all campers must be brought into the building through the front doors.

Pee Wee Camp drop off and pick up will be done at the front main entrance as a drive-up or walk-in to Cori's Way. Parents please unclip your child from their booster seat and have them ready for the counselors to walk them into the building. Camp begins at 9:00am and ends at 11:30am each day. Drop off time ends at 9:10am, after this time all campers must be brought into the building through the front doors.

If you would like to walk your child in, please only park in designated parking spaces in parking lots. Do not park in circle drives or in the curb side loading zones when walking campers into and out of the building. The counselors have a staff meeting each morning and are not available to watch the children before 8:55am.

Each camper will be assigned a number upon registration. This number will be associated with their name on sign in/out forms as well as other important forms used in camp. Each family will receive 2 signs to be displayed in the car window upon pick-up to accelerate the pick-up process. Please also bring this number if you choose to pick-up indoors. Any adult without a number displayed will be asked for identification upon arrival. This identification must match a name on that camper's authorized pick-up list.

Staff is unable to release children to any person (related or unrelated) who is not listed on the Camper Authorization Form as an authorized person to pick up child. This procedure is to ensure the safety of your child while in our care. If you wish to add individuals to the authorized pick-up list, you may do so by submitting changes in writing. This number is valid for the entire summer. More signs are available upon request.

LATE CHILD PICK-UP

If you are late picking up your camper there is a fee of \$1.00 for every minute that you are late. Any camper that is not picked up by 11:45am will be brought into the Administration Office. Any camper that is not picked up by 3:15pm will be required to pay the daily aftercare fee of \$20 resident/ \$26 nonresident. Parents will need to come in and sign out their child and pay the late fees.

INFORMATION CHANGES

Please notify the Administration Office and Camp Director in writing whenever you have a change of address, phone number, employment phone number, authorized guardians, emergency contacts, or pertinent medical information. Emergencies may arise with your child and it is very important staff has updated, accurate information to work with.

PERSONAL ITEMS/EXTRA CLOTHING

Pack your camper's bag with all daily necessities:

- Nonrefrigerated sack lunch with a beverage (full day camp only)
- Sunscreen (preferably spray on if reapplication is necessary)
- Snack
- Water bottle
- Swim suits and towels on swim days

Each program is well-equipped with a variety of appropriate and challenging toys and other materials. In general, toys from home should stay at home. This includes: toys, toy guns/weapons, expensive personal items, candy, and gum.

Absolutely no trading cards. If campers are seen with trading cards they will be confiscated and the adult picking up the camper will have to pick it up at the end of the day. Please work with us on this issue by not sending your camper with trading cards or other toys. Do not send your camper with any video game systems, cell phones, or MP3 players as they will be confiscated. If your camper does bring an electronic device to camp the Park District is not responsible if it is broken, damaged or stolen while at camp. If you need to speak to your camper, please call the Park District directly.

ATTIRE

Your camper will be participating in physical activities outside and inside throughout the day. It is best to dress your camper in lightweight synthetic clothing. We will often be involved in messy art projects, etc., and while precautions such as wearing smocks will be taken whenever possible, easy-to-care-for play clothes are best.

Please be sure that your child is dressed appropriately for the weather. We suggest that children come to the program dressed in layers each day as temperatures can vary depending on our activity and the time of day. **Tennis shoes are required every day.** Sandals, flip-flops, Crocs and other open-toed shoes are not allowed. Sunscreen application every day is important since campers will be outside for a large part of the day.

SUMMER PEE WEE CAMP SPLASH ISLAND DAYS

Pee Wee Camp will go to Splash Island on Thursdays and Fridays, weather permitting. 3 year olds (those who will enter 3 year old preschool in the fall) will use the splash pad, which has no standing water. The 4 & 5 year olds will use Splash Island which is 20" at its deepest point and has lifeguards on duty. We recognize that parents know better about their child's comfort level in the water, and that children at this age are often impulsive. If you feel your 4-5 year old should be restricted to use of the splash pad, or that your 3 year old is capable of using Splash Island, or have any other concerns, **please let the camp Director know.** On Splash Island days, campers must wear their

swimsuits to camp. Sunscreen should be applied at home. Please send a cover-up and/or towel with your child on these days. This will be the last activity of the day and campers will go home in their wet swim suits.

PLAYGROUND CAMP SWIM DAYS

The Playground Camp will swim on Monday, Wednesday, and Friday afternoons. Please send your camper with a bathing suit, towel, and plastic bag to place any wet articles in after swimming. If your camper would like to bring goggles please label them clearly, as this is an item that tends to get lost easily.

NEWSLETTERS

Weekly newsletters with themes, special events and other important information are sent home with your camper. If you have questions about the week's activities, please contact the Camp Director.

FIELD TRIPS

Playground Camp has a field trip scheduled every Thursday. Only campers that are signed up for Thursdays may attend the field trips. The drop-off and pick-up will be at the regularly scheduled times of 9am and 3pm. No additional activities are planned on field trip days. If your camper is not planning on attending the trip, please do not send them. If your child is registered for half days all week they will still attend the field trip for Thursday and their pick up time for that day will change to 3:00pm

Destinations are tentative and are subject to change. Each camper will receive one T-shirt that must be worn every Thursday. T-shirts will be given out the first Thursday your camper attends (the first Friday if your camper does not attend on Thursday).

FIELD TRIP TRANSPORTATION

Children will be transported to and from field trips by First Student Transportation Services.

SNACKS & LUNCHES

The Oak Brook Park District does not provide a daily snack for the campers. If the campers would like to bring a snack please send it in a disposable container marked "snack". Also, please send your camper with a healthy snack; it will keep their energy levels high and they will feel better. Sugary snacks will give the campers an energy surge and the campers will then become tired. If your camper has a birthday and would like to share a special treat with the members of their group please contact the Camp Director in advance.

The Oak Brook Park District will not serve any snacks to campers that contain nuts. If your child brings a lunch with nuts in it, they will be placed at a table with other children who also have nuts in their lunches. Please indicate on the medical form if your child has a food allergy. If your child is in Playground Camp and will be here the whole day, the campers need to bring a snack and a lunch.

The Park District now provides Hot Lunch Tuesdays and Fridays. There is no refrigeration available, so we suggest packing an ice pack or a frozen bottle of water with the lunch to keep food cool. If you forget a lunch for your child you will be called to bring one. Throughout the day your camper will be very active and may be thirsty. Please send your camper with a water bottle. Please do not send soda—only water or juice for their lunch. If you freeze a water bottle overnight it will stay colder throughout the day.

GROUPS & RATIOS

Campers are put into groups based on their age. Playground camp is for ages 6-11, all campers must have completed kindergarten. Campers 6-8 years old, group ratios are 1:8, campers ages 9-11, group ratios are 1:10. Summer Pee Wee Camp is for campers ages 3-5, group ratios are 1:7. We do not guarantee placement with friends, relatives or specific counselors.

BEHAVIOR MANAGEMENT

The Camp staff is trained on how to implement positive guidance techniques with the children. Our goals are to have all children enjoy their time in our programs, feel safe and secure while they are here. Campers will learn social skills, problem-solving and conflict resolution.

The goal of our camp is to provide an atmosphere for children to develop a variety of satisfying skills and relationships, while enjoying healthy activities. Please read the following and discuss the behaviors with your camper:

Caring It is important to treat equipment, toys and games with care so that other campers can enjoy them. We will treat the property of the Oak Brook Park District and of the other campers and staff with care.

Appropriate Language Children must refrain from using obscene language or gestures for any reason.

Mindful of actions When asked to do or not to do something, a camper needs to follow the directions given the first time. This is for the safety of all campers. Please speak to staff and other campers with respect.

Play Campers are asked not to engage in any horseplay with each other or with a counselor. No one will be allowed to hit, push, or use any type of aggressive behavior. We will use words to settle our differences. We keep our hands and feet to ourselves.

Encouraging Conversation Campers are not allowed to discuss inappropriate topics or contribute to demeaning conversations about other campers or staff. We want to encourage each other to be our best.

Responsibility All campers need to remain with their group and within eyesight of their counselor. This applies here at the Oak Brook Park District, and on all off-site field trips. We want campers to be safe at all times.

Prevention of inappropriate behaviors is emphasized by:

- Giving children freedom to explore and grow
- Having realistic expectations for behavior
- Communicating to children both the expectation for behavior and the reasons for these standards
- Establishing, when possible, the consequences of inappropriate behavior

Our general expectations/rules for children's safety:

- Children must walk while indoors
- Children must refrain from climbing on furniture
- Children must use inside (quiet) voices while inside
- Children must listen and follow when a leader gives verbal directions
- Children must stop an activity when a leader gives verbal direction to do so
- Children must use equipment carefully
- Children must keep their bodies to themselves

There will be site-specific rules that all children will be expected to follow (e.g. playground boundaries, to follow line leader, etc.). Camp staff will go over these rules repeatedly to reinforce the expectations. If an incident occurs where a camper conducts himself/herself in a manner that jeopardizes their safety, the safety of others, or is not in accordance with the camp rules the following steps will be taken for playground campers (Pee Wee campers will be addressed individually based on offense):

First Violation

A staff member will address and document the issue directly with the child and discuss with the parent when they arrive that day. Parents must sign the behavior contract at the time of pick-up.

Second Violation

A staff member will address and document the issue directly with the child. The child may be removed from an activity for the day such as swimming or play time. Parents will be contacted during the day or at the end of the camp depending on the time and severity of the incident. Parents must sign the behavior contract at the time of pick up.

Third Violation

A staff member will address and document the issue directly with the child. The Parent or Guardian will receive a phone call and be asked to pick up their child within the hour. The child will be suspended from the weekly field trip. Parents must sign the behavior contract at the time of pick up.

Fourth Violation

A staff member will address and document the issue directly with the child. Parents will be contacted immediately to pick up their child from camp. The child will then be suspended from camp for a week with NO refund. Parents must sign the behavior contract at the time of pick up.

Fifth Violation

Child will be dismissed from camp for the remainder of the summer.

Any child causing severe harm to another child or staff member or participating in extreme behavior will be dismissed from the camp immediately. Children with documented disabilities or specific behavior plans may be addressed on a case-by-case basis.

MEDICATION

If your child is required to take prescription medication while at camp, the Camp Director will administer it. The medication must be given to the Camp Director in the original, properly-labeled container. The label must include: the date the prescription was filled, child's name, physician's name, drug name and dosage, and instructions on when and how to give the medication. A Medication Release Form must also be filled out and on file before any medication can be given. This form is part of the Emergency Forms packet.

Please send written notes if your child is not able to participate in a scheduled activity. (ex., Billy has a cold and cannot swim today.)

SUNSCREEN POLICY

We recommend you purchase a spray sunscreen for easy and effective application. We will not provide sunscreen for your child. We recommend that you apply sunscreen to your child before they come to the program site for the day. Sunscreens that block both UVA and UVB light with a minimum Sun Protection Factor (SPF) of 30 should be

used. If you have provided us with sunscreen for your child, we will apply it prior to going outside. We limit our sun exposure to a maximum of 50 minutes at any one time during the day. Camp staff will not be able to help administer sunscreen that is not in a spray bottle.

EMERGENCY PROCEDURES

Evacuation procedures for each program have been established in the event of a major emergency that would necessitate removing children from the site. You may pick up your child at the evacuation spot located at the far end of the parking lot near the entrance of the Forest Gate subdivision.

If a child is injured in a program, we will take the necessary emergency steps and contact you as soon as possible. Should any injury or situation involve impaired breathing, loss of consciousness or circulation, symptoms of spinal injury, shock, fractures, heart attack, poisoning, or any other serious injury/illness, we call 911. The parent/guardian also authorizes the District and its employees, agents, and representatives to consent to any medical, dental or surgical treatment, including First Aid, urgent care, emergency care or any health treatment deemed necessary or advisable under the circumstances for your child. You authorize such person to the transport of the child for health reasons. You will be financially responsible for and required to pay any such health treatment and transport.

Camp staff is trained in CPR and First Aid procedures as well as procedures to reduce the risk and spread of blood borne pathogens, including HIV and Hepatitis B. By registering your child for a camp program and signing the registration form you are releasing Oak Brook Park District from all liability which may arise from the child's participation in a program.

HAND WASHING

The most significant step that individuals can take to reduce the spread of disease is hand washing. As a childcare program, we wash our hands frequently, carefully assuring that staff do the same and instruct children on how to adequately wash their hands.

INCIDENT & ACCIDENT REPORTS

Parents will be notified if their child has not been feeling well for a period of time. Moderate injuries will be communicated to parents once proper First Aid procedures have been followed. In case of severe injuries parents will be notified immediately. If a child develops a fever or vomits, parents will be notified immediately and asked to come and pick up their camper.

An accident report is taken by the staff any time your child is injured in the program. The report documents the date, time, the nature of the accident and treatment. Every effort will be made to inform you if your child has had accident on a particular day and you are encouraged to speak to Camp staff about the occurrence. You are responsible for keeping emergency information updated.

INCLUSION OF ALL CHILDREN

The Oak Brook Park District is committed to implementing the intent and spirit of the Americans with Disabilities Act. We believe in the inclusion of all persons of differing abilities within programs and events. To facilitate opportunities for people with and without disabilities to engage in leisure pursuits together, the Oak Brook Park District provides inclusion support services. To the Oak Brook Park District inclusion means that individuals with disabilities are welcome to participate in the same recreation programs and activities as their non-disabled peers. Reasonable accommodations are provided to enable an individual's successful participation in a program. These ser-

VICES include, but are not limited to; adapted activity equipment and / or supplies, an enhanced staff/participant ratio (two weeks advance notice), accessible transportation when transportation is part of an activity or program (two weeks advance notice), and health services and medication dispensing that do not require medical training.

To ensure the requested accommodation, patrons should notify the specific facility where the program is provided at least two weeks in advance for accommodations and indicate needs on program registration form.

Where inclusive services are not recommended or minimum requirements are not met non inclusive recreation services are also available. The Park District utilizes Gateway Special Recreation for non inclusive programming for its participants in order to provide recreation for all abilities and needs.

CRIMINAL RECORDS CHECKS

All staff and volunteers will complete a criminal background check.

ADDRESSING YOUR CONCERNS

The staff is in the best position to address your concerns as they may vary with the nature of the issue. All general program concerns over classroom administrative procedures can be presented to the Recreation Supervisor at (630) 645-9516. Billing concerns should be addressed to the administration office at (630) 645-9590. Problems unique to camp are best directed to the camp staff which can be reached at (630) 645-9579.

CONFIDENTIALITY

Information about the health or abilities of any child or a family's status will be considered as confidential. Such information will only be shared with staff only as necessary to meet the needs of the child. Occasionally, family information may also be shared with regulatory agencies (Department of Health, Child Care Division, etc.)

PHOTO POLICY

Smile! You may be photographed. Oak Brook Park District may use photographs of participants in District publicity without permission or compensation. For more information, call (630) 990-4233

Notes

Notes



Oak Brook Park District
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