



# 2019 PARENT HANDBOOK



## **Welcome**

This handbook is intended to help parents and campers understand the policies of the Bolingbrook Park District Day Camp Program. Registration, participation, and evaluation processes will also be explained. We welcome both experienced campers and new campers to our Day Camp experience. The information can be used as a reference while participating in camp. If any questions arise, please feel free to speak to the Camp Counselor, Camp Coordinator or Recreation Supervisor.

## **Day Camp Mission**

Our mission...is to enhance camper's quality of life by: providing opportunities to enhance their mental, physical, and emotional well being. We accomplish this mission by providing opportunities for campers to experience new activities, create friendships, and promote positive self-image and good social skills.

## **The People**

The Day Camp Staff are professionally recruited, trained, and supervised. Campers are supervised by mature, responsible, and reasonable people who are interested in pursuing careers in youth services, recreation, and education. Our staff includes several certified teachers, college students, and postgraduate professionals. Background checks are done on all recreation employees including Day Camp Counselors. All Counselors are trained in CPR, first aid, and severe weather spotting. Our Counselors are expected to be friendly and accessible to the parents. We invite parents to get to know the staff and feel free to talk to them.

## **Camp Alotta Fun**

Team and individual games, crafts, projects, sports, swimming, trips, and exposure to different areas of physical education will be offered in the Day Camp experience. An emphasis will be placed on fun and creating an inclusive environment. Camp takes place rain or shine every day. Counselors will plan alternative activities for severe weather.

## **Sunrise/Sunset**

This separate program is offered to supplement Day Camp. Flexible drop off between **7:00 a.m. – 9:00 a.m.** and pick up times between **4:00 p.m. – 6:00 p.m.** are available. Activities include casual recreation, independent projects, camp activity extensions, and some gym time. Campers who stay for long day days may bring a snack.

## **Location**

The Annerino Community Center/Central Park complex offers more than 42 acres of space for an ideal camp setting. Campers will benefit from multiple basketball/softball fields, two playgrounds, hiking and biking paths, and open space for activities. The center of the complex features the Annerino Community Center with a full-size gymnasium, indoor programs, and an indoor climbing wall. Campers will also have the use of the lunchroom and gymnasium at BJ Ward Elementary School, which is located directly across from the Annerino Community Center.

On Fridays, campers will be transported to the Bolingbrook Recreation & Aquatic Complex (BRAC) to swim at Pelican Harbor. In the event of inclement weather, we will still travel to BRAC and take advantage of the gym and program space. If the weather clears, we will take the campers to Pelican Harbor Aquatic Park.

All drop-off and pick-up procedures will be done at the Annerino Community Center every day that camp is in session.

## **Registration**

Campers must be registered and paid in full to participate in camp activities. Please note that when registering for the M/W/F camps, those are the **ONLY** days that campers are able to attend. We are unable to accommodate individual schedules.

## **Forms**

Upon registering for camp you will receive an email invitation to fill out additional forms online through e-Pact. These forms provide us with vital information that allows us to keep your child safe and how to contact you. Your child will not be allowed to attend camp until all forms have been completed.

## **Late Pick-up Fee**

Parents are expected to be on time to pick-up their children from summer camp. Late pick-up policies apply to Day Camp/Teen Camp and Sunset programs. There will be a **\$1 per minute fee/ per child** for parents who arrive after 4pm for Camp Alotta Fun or arrive after 6pm for the Camp Alotta Fun sunset program. Payment is due at the time of pick-up. Please be on time to avoid these fees.

## **Behavior Management**

Our goal is that all participants enjoy an outstanding camp experience. Sometimes inappropriate behavior can deter both campers and counselors from having fun. While families and schools are rightfully the most influential institutions for personal development, park district programs that supervise children need to be recognized as legitimate influence in child development. By administering a consistently fair system of discipline, we hope to meet these responsibilities.

The goal of behavior management is to provide positive reinforcement to the campers who display appropriate behaviors. All too often we forget to reinforce good behavior and concentrate on inappropriate behavior, which give attention to campers for that behavior. Our behavior management program is designed with the understanding that all staff should and must constantly praise good behavior.

If a camper demonstrates inappropriate patterns of behavior, we will notify their parents/guardians that day. We inform parents of issues that may negatively affect the camp environment and the experience of others so that appropriate support can be given at home. If inappropriate behavior continues, a parent/staff meeting will be requested. The objective of this meeting will be to identify and implement strategies that will modify the camper's behavior and restore the fun in camp. A follow-up discussion will be held to evaluate the success of the strategies and to determine what the next step should be in the action plan for behavior management.

Examples of behavior to be dealt with through the program include but are not limited to:

- A. Hitting, kicking, physical abuse, throwing objects, or fighting.
- B. Abusive or foul language, verbal abuse.

- C. Defiance of authority, not following counselor's direction.
- D. Talking to a camper being timed out, talking while being timed out.
- E. Abuse or disrespect for program facilities, equipment, supplies.

Obviously, all of these behaviors need to be modified, but the degree for the first offense will vary. For example fighting may result in immediate time out. Not following instructions may receive a warning for the first infraction. Depending on the severity of the infraction, a behavior notice form will be completed by the camp counselor and shared with the parent/guardian of the camper and must be signed. This notice will be used to share the following information: inappropriate behavior, possible cause, consequence, and the next step should this behavior happen again. If a camper receives 3 behavior notices, the park district will determine if dismissal from camp is required.

### **Appropriate Camp Attire**

Campers should dress for outdoor play everyday. To prevent overexposure to the sun campers may wear hats, long pants, and long sleeve T-shirts. Each camper will receive one camp shirt. **(For safety reasons campers must wear the camp shirt for field trips)**. Campers should only wear flip-flops/crocs on Friday pool days.

### **Lunch and Snacks**

Campers should bring a snack and lunch in a labeled bag. Please refrain from bringing lunch boxes. Each group will keep their lunches out of direct sunlight. Please note there is no refrigeration available. Lunches should include a drink. Campers should also bring a refillable water bottle.

### **Campers Personal Belongings**

Camper's belongings will be kept with their groups. Items should not be left unattended. The Park District is not responsible for lost or stolen items. Valuables and toys should not be brought to camp unless a special activity is planned. Campers are not expected to pay for anything at camp therefore, should not bring money to camp. Counselors will not hold money for campers. In the event that money is needed for a field trip, parents will be notified in the letter that is sent home each week and campers will be told to bring money.

### **Activity Planning**

Camp activities are planned and implemented with an emphasis on safety, inclusiveness, and fun. Counselors have planned a sequence of activities that will introduce campers to the main content areas of recreation and physical education. Our levels of participation meet age appropriate development. Our goals include facilitating participation and developing skills while de-emphasizing competition and evaluation of skills. Parents may be asked to donate recyclable items for art projects. A focus will be placed on the satisfaction of playing and being involved.

### **Swimming**

On Friday all campers will be swimming at Pelican Harbor, 200 S. Lindsey Lane. Campers should bring a swimsuit, towel, and a labeled bag for their clothes. The park district will bus the campers from the Annerino Community Center to Pelican Harbor and back to the Annerino Community Center after swimming.

### **Medication**

If a child requires medication during camp hours, please indicate this on the e-Pact forms when registering for camp. Our medication dispensing information form **MUST** also be completed. All

medications must be in the original container with pharmaceutical dosage on label. A doctor's note with signature will be needed for any over-the-counter medications. This note must include the child's name, birthdate, medicine to be taken, dosage, and frequency. Counselors and parents will communicate regarding specific instructions.

### **Emergencies**

To contact camp, please call (630) 783-6541. If your child is injured or ill we will contact you as soon as possible. Counselors are trained in first aid and CPR. In emergency situations, counselors will contact Emergency Medical Services and will follow their recommendations.

### **Special Requests**

During registration, you will be asked to provide a profile of your camper(s). Please be as detailed as possible during this part of the registration process. If any special needs arise, please talk to the camp counselors. A two-week advance notice is needed if your child will require an inclusion aide for camp; please make the customer care representative aware of this at the time of registration.

### **Camper Release and Sign Out**

The camp day ends and children are released at 4:00 p.m. Sunset pick-up times are between 4:00-6:00 pm. Parents are expected to be aware of this time and make arrangements with their children for pick-up procedures. Parents must show an ID at the time of pick-up and must sign campers out each day.

Campers will not be released on their own without prearranged plans. For everyday pick-up, parents are responsible for signing out campers. Information should be indicated on the registration paperwork if a camper is to walk or ride their bike home or if someone else is authorized to pick up your child.

### **Camp Evaluation**

Parents and campers are surveyed throughout the summer to ensure that we delivering excellent service every summer. In addition to direct feedback, this survey is the Park District's main tool for assessing your level of satisfaction. This survey is used by administrators to develop plans for the following year's summer camp program. Please help us by completing the survey and sharing your thoughts.

**Thank You!**