

Pleasant Dale Park District



Summer Camp Program Manual 2019

Dear Summer Camp Parents:

Welcome to Summer Camp 2019! We have planned a very exciting summer and look forward to meeting you and your camper. In this manual, you will find all the information you will need prior to the start of camp. Thank you for taking the time to read this information. We hope that this information is helpful to you and that the camp experience is great for you and your family. As always, if you have any questions, please don't hesitate to contact us at 630-662-6220.

Sincerely,

Eric Sloyan

Recreation Supervisor

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Day Camp Goals

The camps organized by the Pleasant Dale Park District are set upon a recreational basis. Our main goal is for each camper to have a fun, safe and exciting summer. We hire camp counselors who we believe will help us achieve this goal. They are called upon to be a mentor, educator and friend. This helps the campers learn new skills, make new friends, and have a safe, enjoyable time at camp. We hope you enjoy what our camp has to offer! We are continually striving to make camp a great experience for all participants.

General Information

Camps are located at Walker Recreation Center at 7425 S. Wolf Road, Burr Ridge. Camp runs from 9:00am—4:00pm. Extended hours run from 7:30am—9:00am and 4:00-6:00pm. Participants must be registered in extended care in order to be dropped off prior to 8:50am and to be picked up after 4:00pm.

Our summer camp program begins on June 10th and ends on August 16th.

Children are not allowed to switch between sports camp and camp adventureland.

THERE ARE ABSOLUTELY NO PRORATES, REFUNDS, OR TRANSFERS FOR DAYS NOT USED.

Please do not send your camper with technological devices (ex. MP3 players, iPods, handheld Nintendo games, cell phones, etc.). There is no need for campers to bring these items to camp. Please be aware that if items are brought to camp, they are the responsibility of the camper, NOT the Park District. The Park District is not responsible for damaged, lost or stolen items.

New Late Fee

Registration and payment must be submitted to the park district at the Walker Park Rec Center by 12:00PM on Saturday of the week before or you will be assessed an additional **\$10 late registration fee** (per family).

Drop Off and Pick Up Procedures

A parent, guardian or other authorized individual must sign the camper in and out of camp each day. Camp counselors will have the daily sign in and sign out binders.

Early Drop Off Policy:

Early drop offs are NOT permitted. Extended camp begins at 7:30am. If you plan to utilize extended camp hours, you must pre-register. Supervision will not be provided prior to 7:30am. An authorized individual must sign in your camper to start the day. Regular camp hours begin at 9:00am.

Late Pick Up Policy & Fee Structure:

Campers must be picked up at the conclusion of the camp day—4:00pm for day camps and 6:00pm for extended care. A late pick up fee will be charged if your camper is not picked up by the proper time. The fee structure is as follows: a late pick up fee of \$5.00 will be charged if your camper is not picked up by 4:15pm / 6:10pm. The fee must be paid by the following business day. Your camper will not be readmitted to the program until the fee has been paid.

Park District Code of Conduct

To ensure enjoyable and safe programs for all participants, the Pleasant Dale Park District has developed a Code of Conduct for all participants. Participants are expected to exhibit appropriate behavior at all times, including:

1. Show respect to all participants and staff.
2. Take direction from staff.
3. Refrain from using abusive or foul language.
4. Refrain from causing bodily harm to self or others.
5. Show respect for equipment, supplies and facilities.

Additional rules may be developed for particular programs as deemed necessary by staff.

Failure to comply with this Code of Conduct may result in removal from the program or event without refund.

Day Camp Behavior Management Plan

Expectations for Campers:

- Keep hands and feet to self.
- Talk to others (campers and staff) with respect.
- Listen attentively.
- Treat all park district material and property with care.
- Be safe while having fun.

Discipline Procedure:

1. When a camper has trouble following the expectations of the camp, park district staff will verbally request that the behavior be discontinued. If behavior continues, staff will remove

the camper from the activity for “quiet time.” “Quiet time” allows the child to reflect on his/her behavior. It is given appropriate to the camper age, ability and the severity of the inappropriate behavior. A parent will be notified at the end of the day if a camper needed “quiet time” during the program. If a camper is removed from the group 3 times in one day, a parent will be called immediately and asked to remove the camper from the program for the remainder of the day. Park District staff documents all removals and phone calls to parents.

2. If a camper has difficulty following camp expectations on a daily basis, a parent will be contacted. Next, a conference will be scheduled between the parent, camper, program staff and recreation staff. A written report will be filed after this conference. It will state the unacceptable behaviors previously demonstrated by the camper and expected changes for the next program meeting date. It is also to be stated that one more incident of unacceptable behavior may result in the camper’s removal from the program permanently or for a specific period of time. This report is to be signed by a parent and program staff. One copy remains at the park district and the parent will retain another.
3. If a camper continues to have trouble following the camp’s expectations and the above procedures have been followed, a parent will be contacted and immediately requested to remove the camper from the program for the designated period of time determined at the parent conference meeting.

In extreme cases of unacceptable behavior that are physically threatening to other participants or staff, the park district reserves the right to immediately remove a participant from a program. There will be a Zero Tolerance Policy if there are any verbal threats or actions toward the physical well-being of other campers or staff. This behavior will result in the immediate dismissal of the camper. No refunds will be issued if your child has been removed from the program for disciplinary reasons.

Medical Treatment Policy

Your camper’s well-being is our main concern. The medical portion of the emergency form must be completed. Please list any/all conditions that may affect your camper during camp hours, ie. asthma, allergies, (bee stings, peanuts, etc.), appropriate use of inhalers and any information you feel is important. Camp Staff is not medical personnel. Medications cannot be administered to the participant without written consent from the parent / guardian. Camp Staff is trained in basic first aid and CPR and will take appropriate action when necessary. If emergency services personnel are deemed necessary by staff, the expense will be the responsibility of the camper’s parent / guardian.

If your camper is ill or has a fever, he or she cannot come to camp. If your camper becomes ill during the day we will contact a guardian and request that the guardian pick up the camper. If we can’t reach the guardian, we will notify the individual listed on emergency contact.

If your camper is injured and requires more than just basic first aid, we will contact a guardian; if we cannot reach the guardian, we will notify the individual listed as the emergency contact. We will arrange to have the injured camper transported to the nearest hospital. Park district employees are NOT permitted to transport an injured camper in either a park or personal vehicle. You will be responsible for any charges for the transportation and the emergency medical treatment rendered.

Dress Code / Camp Shirts

Campers should dress for the weather and MUST wear gym shoes and socks every day. Please do not send your camper in open-toed shoes as they may not be allowed to participate in physical activities. If sending additional clothing for your camper, please send in a backpack with your camper's name on it. The Park District is not responsible for lost, stolen or damaged items.

Camp T-Shirts— The Park District will supply each camper with one shirt. Campers will receive their t-shirts on the first field trip day. Campers MUST wear their camp shirts on every field trip.

Field Trips

Camp Adventureland and Sports Camp have field trips scheduled every week. Only campers signed up for field trips may attend. The regular drop off and pick up scheduled times of 9am to 4pm still apply. Registration for day camp and sports camp is not allowed the day of field trips.

Lunch / Snacks

Campers must bring adequate food and snacks. The Park District does not provide lunch or snacks to campers. Because of the nature of the program, it is also advisable that your child bring an extra water bottle daily. The park district will provide adequate drinking water for campers to refill their water bottles. Any other beverages must be provided by parents (no glass bottles permitted.)

Water Day Information

Please send your camper in their bathing suit (under clothing) with a towel on water days. Please see camp newsletter for water day dates.

Note: Although we will only go to the pool on designated days, we may have water activities at the park. If noted in the newsletter, please send your camper in appropriate attire.

In addition, Sports Camp & Adventureland camps will attend water park field trips—see camp newsletter for details.

Please provide your camper with sunscreen every day.

Woods Pool Notes

Only soft balls allowed to be used, depending on how many people are at the pool.

Pool depth is 3-10ft with an adjacent kiddie pool.

Campers are not allowed to hang on counselors. If they are having trouble swimming, parents should send camper with life vest or floaties.

For the safety of your campers, Lifeguards have final say of camper's swimming ability.

Newsletters / Special Reminders

Throughout the summer, weekly newsletters and special reminders will be sent home with the campers to inform you of the week's activities and if the campers need to bring anything specific to camp on certain days (ex. water days, field trips, etc.) These newsletters will also be posted on the park district's website.

Supplies

Occasionally, camp staff will ask campers to bring items from home. Typically, we need recyclable items for art projects. This information will be requested in the Newsletter or Special Reminders.

Severe Weather Plan

Severe weather consists of extreme high winds, increased rainfall, lightening and / or tornado warnings. If severe weather approaches, camp will be moved indoors to the Walker Recreation Center.

Park District Photo and Video Policy

Pleasant Dale Park District staff may use videos or photographs of participants in programs and special events to inform others of recreational opportunities available in our community. We do not use identification in our publicity materials. Please be aware that videos and photographs may be used in future promotional pieces. All videos and photographs are property of the Park District.