

Genoa Township Park District

SUMMER DAY CAMP

Parent Handbook

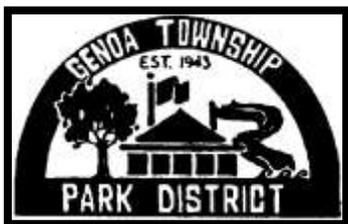


Camp Philosophy

The philosophy of Camp Chamberlain is to provide a fun and safe environment. The program is designed to allow children to explore and gain new experiences. It is very important not to totally structure the program, as children need a chance to unwind, relax and play with their peers. The camp program will offer both structured and unstructured activities each day. Activities include arts and crafts, sports, games, creative play, board games, swimming and field trips.

Staff is aware that each child has different needs. Some children are very excited, active and need to run off their tensions, while others need a quiet place to relax. The staff will make every effort to assure that the individual needs of each child are met. The children will have a variety of activities to be involved with.

Most importantly HAVE FUN!



Genoa Township Park District
400 E. Second Street
Genoa, IL 60135
(815) 784-5612 www.genoaparks.com



GENOA TOWNSHIP PARK DISTRICT DAY CAMP PARENT HANDBOOK

Camp Code of Conduct

In keeping with our program goals, we encourage fun for all of our participants. However, certain rules are necessary to ensure everyone's safety and enjoyment. Participants are expected to:

- Show respect for all participants and staff
- Treat others the way you want to be treated
- Keep your hands, feet and objects to yourself
- Be polite and courteous and listen when others are talking
- Always clean up after yourself
- Stay with your group
- Show respect for equipment, supplies and facilities

Discipline at Camp

As with any large group of children, discipline must be reinforced by camp staff and the parents. We ask that you, as parents/guardians, please go over this information with your child so they are aware of the consequences of poor behavior. Below is a list of some common behavior problems, but not limited to, that WILL NOT be tolerated at camp:

- Endangering the health and safety of the children and/or staff
- Theft or damage to camp facilities or personal property
- Continuous disruption of the program
- Lewd or obscene behavior
- No obscene or foul language
- No photographic devices
- Leaving the program area without permission

If a camper misbehaves, these are our steps:

First offense: Explain to the child the park district rules, what they did that was incorrect and why they should not repeat the action. This seems to work most of the time.

Second offense: Same as above, but with removal from the activity.

Third offense: Same as above, but with parental notification at this point.

Ongoing problems after the third warning will involve a parent conference with possible removal from camp.

Depending on the infraction, any of these steps may be eliminated.

There is zero tolerance for violence at the Genoa Township Park District.

Concerns/Problems

Any troubles your child has at other activities or at home may affect behavior during the program. Please keep us informed of any circumstances so we can be sensitive to your child's needs. The staff would like to work as a team with family. Your input is vital to accomplishing this goal.

Pre and Post Camp Activities

Pre and post hours are available that are supervised, but not structured. Activities will include games, movies, crafts, board games, reading, etc. Pre-camp is from 7:00-9:00 am and post-camp is from 4:00—6:00 pm, Monday – Friday. **All children must be picked up by 6:00 pm or a \$10.00 fee will be charged for every 15 minutes after 6:00 pm**

Camp Activities

Camp leaders will be responsible for the activities for the campers. These will include art and nature activities, games, swimming, quiet time and some free play time. There will also be special events such as field trips. Organized activities will take place from 9:00 am – 4:00 pm

Arrival to Camp

Parents/guardians are **required to sign their children in each day of camp**. This will also allow parents to give us any special notes, receive any important notices and/or have any questions answered. Please check any signage or notes near the sign out area.

Departure from Camp

Parents/guardians are **required to sign their children out each day of camp**. If your child will need to leave camp early, please leave a written note at the sign-in table in the morning to let us know that you will be picking up your child early and what time. Campers can be signed out at the park district office or where the camper's activities are taking place when being picked up early.

Only the people listed on the "Personal Information Form" will be authorized to pick up your child(ren) at camp. If there is any change in a pick-up person, the change needs to be made on the form ahead of time. If it is a one-time thing, we need a note given to us ahead of time by the parent. We do check ID's.

Some exceptions will be made for children that ride their bikes or walk. These exceptions must be in written form.

Emergency Medical & Health Policy

We will always try to provide a safe environment for your child. If a child is injured at camp, the staff will administer first aide to any minor injury (bumps, bruises, cuts, scratches, etc.) If a serious injury occurs, the parent/guardian will be contacted by phone immediately and a staff person will remain with the child until the parent arrives. If you cannot be reached, we will call the emergency numbers you provided on the information form. In the unlikely event of a serious injury or illness that requires emergency medical attention, paramedics will be called, and if need be, transported via ambulance to the nearest facility. A staff member will accompany them to that nearest facility.

If your child becomes ill while at camp, we will call you to notify you of the situation. If your child has a fever or is vomiting, or experiencing diarrhea, we will request that your child be picked up as soon as possible. The site supervisor will determine if your child should be removed for that day due to the illness. If it is decided that it would be in the best interest to do so, **AN AUTHORIZED PERSON MUST PICK THE CHILD UP FROM CAMP.**

Medication at Camp

Campers that need to take medication need to fill out a medication form before we can dispense any medication. The form can be picked up at the front desk. Medication can be dropped off at that time to the Superintendent of Recreation or Camp Director. Medication needs to be in the original prescription bottle with the child's name on it and specific directions for dosage. The correct dosage must be on the bottle. Please do not let campers carry their own medication.

We prefer not to dispense over-the-counter medication, but if it is imperative the medication form must still be filled out and the medication must be clearly marked with the child's name, the name and dosage of the medication and explicit directions of administration.

Field Trips

Field trips are once a week weather permitting, and may be on or off site. It is very important to have campers here by 8:45 am on field trip days or earlier if designated. If campers are not here by the time the bus leaves, they will miss that day at camp. Please try to arrange appointments (doctor, dentist, etc.) for non-field trip day. We may not be able to accommodate the campers that need to leave early from camp on field trip day. If you do not want your child to go on the field trip, please make other arrangements for childcare as the park district does not offer any other programming. All children attending camp that day **MUST** go on the field trip. If you don't want your child going on the trip, your child will not attend camp that day. The children will not be allowed to spend money on the field trips. Children will ride on a school bus to and from the field trips. You must sign a Transportation Services Waiver and Release.

To ensure an enjoyable time, it is important that campers follow bus and field trip rules. If a camper continues to disobey these rules, they will not be able to attend camp on field trip days. Rules are:

- Follow the Camp Code of Conduct
- Stay with group and group leader
- Listen to your counselor
- Follow the rules of the place we are visiting
- Do not talk to strangers

Bus Rules:

- Remain seated while bus is moving
- Keep hands, arms, legs and head inside the bus at all times
- Do not throw objects in or out of the bus
- Be absolutely quiet when approaching railroad crossings
- Do not yell, as it will distract the bus driver
- Wait until the bus has stopped completely to get on or off

Absences or arrival after 9:00 am

If a camper will be absent or arriving late to camp, it is important to call the Park District and leave a message for the Camp Director, 815-784-5612

Swimming

Campers will swim almost every day. All campers must bring swimsuit, towel and sunblock (**Spray Block is recommended**) to camp every day. **Each camper will be tested by our pool staff to see their swimming ability.** In addition, campers receive 10% off morning swim lessons, which parents must register for.

What should campers wear?

Campers should wear clothing appropriate for the weather. Camp will be outside as much as possible. Shorts and T-shirts are usually perfect. Your child will come home dirty with some things that may not come out in the wash, so please make sure they wear play clothes. All campers need to wear socks and gym shoes. Sandals are not permitted. Sunblock should be applied before coming to camp. Camp leaders will remind children at times during the day to reapply sunblock.

Items campers need to bring

A large healthy lunch with enough left over for an afternoon snack and beverage

Swimsuit and Towel

Sunblock with an SPF of at least 15, **SPRAY BLOCK IS RECOMMENDED**

Book to read during down time

Extra change of clothes (optional)

Water bottle (optional)

Plastic bag for wet clothes (optional)

A backpack to put everything in – with their name on it!

PLEASE LABEL EACH CAMPER'S BELONGINGS WITH THEIR FULL NAME!

What not to bring to camp

Money

Gum

Glass bottles

No electronic equipment (I-pods, video games/devices, etc.)

No personal possessions from home (toys, action figures, trading cards, etc.)

Cell Phone policy

If parents require that child possess a cell phone with them at camp for emergencies or after camp hours, they **MUST** remain in their back pack while at camp.

Fire Arms Policy

Firearms are prohibited on park district property. No Firearms Signs are posted clearly on all park district doors, which are located on the main office, pool door and day camp room entrance door.

Background Check Policy

All camp/club staff comply with the background check and clearance procedure through Illinois Department of Human Services CCAP. The park district also provides a background check through a third party for all park district staff. This is required on a yearly basis.

Please note: The Genoa Park District is not licensed or regulated by DCFS.

Payment Policy

Genoa Township Park District Day Camp is not a drop-in program. Enrollment must be completed and **payment in advance**. We **MUST** have a completed registration packet and \$35.00 registration fee (non-refundable) paid and all waivers signed for each child in the Day Camp Program prior to their first day of camp. **PAYMENT for attending camp must be PREPAID**. All payments are due the Friday before the week your child(ren) will be attending camp. If your child is not attending on a weekly basis, but a daily basis, payment must be made one day prior to their attendance of camp. We cannot refund fees if your child(ren) does not attend camp. If payment is not made prior to their attendance, your child will not be able to attend camp.

****A Registration Fee of \$35.00 is required, non-refundable, and may not be applied to any camp fees.**

Payment schedule is listed below:

Week #1---5/29-6/1/18
Week #2—6/4-6/8/18
Week #3—6/11-6/15/18
Week #4—6/18-6/22/18
Week #5—6/25-6/29/18
Week #6—7/2-7/6/18
Week #7—7/9-7/13/18
Week #8—7/16-7/20/18
Week #9—7/23-7/27/18
Week #10—7/30-8/3/18
Week #11—8/6-8/10/18

Payment Due

Friday---May 25, 2018
Friday—June 1, 2018
Friday—June 8, 2018
Friday—June 15, 2018
Friday—June 22, 2018
Friday—June 29, 2018
Friday—July 6, 2018
Friday—July 13, 2018
Friday—July 20, 2018
Friday—July 27, 2018
Friday—August 3, 2018

SUMMER DAY CAMP
POLICY PAYMENT PROCEDURE

Genoa Township Park District Day Camp is not a drop-in program. Enrollment must be completed and payment in advance. We must have a completed registration packet, \$35.00 registration fee paid, (non-refundable and may not be applied to any camp fees), and all waivers signed for each child in the Day Camp Program prior to their first day of camp.

PAYMENT for attending camp must be **PREPAID**. All payments are due the Friday before the week your child(ren) will be attending camp. If your child is not attending on a weekly basis, but a daily basis, payment must be made prior to their attendance of camp. We will not refund fees if your child(ren) does not attend camp or apply it to a different week of camp.

If payment is not made prior to their attendance, your child will not be able to attend camp.

<u>PAYMENT SCHEDULE</u>	<u>DUE</u>
Week #1—5/29-6/1/18 (4 day week)	Friday, May 25, 2018
Week #2—6/4-6/8/18	Friday, June 1, 2018
Week #3—6/11-6/15/18	Friday, June 8, 2018
Week #4—6/18-6/22/18	Friday, June 15, 2018
Week #5—6/25-6/29/18	Friday, June 22, 2018
Week #6—7/2-7/6 (no camp 7/4)	Friday, June 29, 2018
Week #7—7/9-7/13/18	Friday, July 6, 2018
Week #8—7/16-7/20/18	Friday, July 13, 2018
Week #9—7/23-7/27/18	Friday, July 20, 2018
Week #10-7/30-8/3/18	Friday, July 27, 2018
Week #11-8/6-8/10/18	Friday, August 3, 2018

OPTIONAL—Credit Card Authorization

If you'd like the added convenience of making payments over the phone, please list your credit card below. We will *not* run your card without your authorization. Should you choose to leave your card on file, we ask that you call in your payment every Friday for accuracy of payment amount.

Your card will be stored in a locked filing cabinet and shredded when Summer Day Camp is over.

PLEASE PRINT CLEARLY

Name on Card _____

Campers Name _____

Type of Card _____

Card Number _____ Expiration _____

Signature: _____

GENOA TOWNSHIP PARK DISTRICT

2018 DAY CAMP PARTICIPANT INFORMATION

CHILD'NAME: _____ **Nickname:** _____

Address: _____ **City** _____ **State/Zip** _____

Birthdate: _____ **Age:** _____

MOTHER/GUARDIAN NAME: _____ **Relationship** _____

Address: _____ **City** _____ **State** _____ **Zip** _____

Home Phone _____ **Cell Phone** _____

Place of Employment _____ **Address** _____

City _____ **State** _____ **Zip** _____ **Work Phone with Extension** _____

FATHER/GUARDIAN NAME: _____ **Relationship** _____

Address: _____ **City** _____ **State** _____ **Zip** _____

Home Phone _____ **Cell Phone** _____

Place of Employment _____ **Address** _____

City _____ **State** _____ **Zip** _____ **Work Phone with Extension** _____

DAYS CHILD WILL BE ATTENDING CAMP: (circle days)

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

WEEKS CHILD WILL BE ATTENDING CAMP: (circle weeks)

1 2 3 4 5 6 7 8 9 10 11

EMERGENCY CONTACTS Name Relationship Phone Numbers

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PERSONS AUTHORIZED TO PICK UP CHILD

Name Relationship Phone Numbers

_____	_____	_____
_____	_____	_____
_____	_____	_____

CHILD'S NAME: _____

PERSONS NOT AUTHORIZED TO PICK UP CHILD

Name	Relationship	Phone Numbers
_____	_____	_____
_____	_____	_____

ALLERGIES/FOOD RESTRICTIONS & REACTIONS AND TREATMENT

SWIMMING ABILITY _____

PHYSICAL and/or MEDICAL CONCERNS

Does your child display or react to specific situation(s) that we should be aware of? _____

Does your child take any medications given regularly? Yes ___ No ___ (Please indicate reason and when)

If medication is needed during camp hours, **YOU MUST** fill out a Medication Dispensing Form available at front desk.

CUSTODY/GUARDIANSHIP

WHO has legal custody of this child? _____

Address _____ Phone _____

If guardianship involved, who is the legal guardian of the child? _____

Address _____ Phone _____

If there is a custody issue with any child you must provide a copy of a court order that provides us with who has legal custody. If in the process of a separation or legal proceedings involving custody, we will require a letter signed by both biological parents that states who is authorized to pick up your child, and that the park district may contact either person regarding issues involving the child.

Additional comments: _____

Child's Name: _____

THIS FORM MUST BE SIGNED AND RETURNED BEFORE FIRST DAY OF CAMP.

PARENT'S ACKNOWLEDGEMENT OF PAYMENT POLICY

I have read and fully understand the payment policy and procedures as follows:

Enrollment must be completed in advance and have a completed registration packet for each child and a \$35.00 Registration Fee paid prior to them attending their first day of camp. **PAYMENT FOR ATTENDING CAMP MUST BE PREPAID OR YOUR CHILD(REN) WILL NOT BE ALLOWED TO ATTEND CAMP.** All payments and registration fee are due before your child will be attending camp.

Date: _____ Parent/Guardian Signature _____

PARENT'S STATEMENT OF ACCEPTANCE

I have read and fully understand the procedures, policies, rules and regulations outlined in the parent's handbook.

I agree to review the handbook with my child(ren) to help him/her understand what is expected of him/her when involved with the Park District Program. I am also aware that there are certain consequences that may affect me or my child(ren's) participation or attendance of field trips for not following policies and procedures.

Date _____ Parent/Guardian Signature _____

I understand that I will be charged a late fee if payment is not made on time, as well as an additional \$10.00 for every 15 minutes past 6:00 p.m. that I am late picking up my child.

Date _____ Parent/Guardian Signature _____

CHILD'S NAME _____

**GENOA TOWNSHIP PARK DISTRICT
FIELD TRIP/OUTING AND TRANSPORTATION SERVICES WAIVER AND RELEASE**

Please read this form carefully and be aware that in signing up and participating in Genoa Township Park District Day Camp that there will be field trip/outing, which may require transportation services, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of said services, including but not limited to, vehicle operations and boarding and exiting the vehicle.

I recognize and acknowledge that the Genoa Township Park District is neither a common carrier nor in the business of providing transportation services to the public. I further recognize and acknowledge that there are certain risks of physical injury to vehicle passengers, and I voluntarily agree to assume the full risk of any injuries, damages or loss, regardless of severity that my minor child/ward or I may sustain as a result of participating in any and all activities connected with or associated with receiving transportation services, including, but not limited to, injuries, damages and loss arising out of negligent operation or supervision of the vehicle. I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) against the Genoa Township Park District, including its respective officials, agents, volunteers and employees (hereinafter collectively referred as "Parties").

I do hereby fully release and forever discharge the Parties from any and all claims for injuries, damages or loss that my minor child/ward or I may have or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with and field trip/outing and/or transportation services.

I further agree that this agreement shall be governed by the laws of the State of Illinois.

I have read and fully understand the above waiver and release of all claims. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.

Date _____ Parent/Guardian signature _____

EMERGENCY TREATMENT AUTHORIZATION

Emergency Treatment: A minor may not be treated, even in an emergency situation, except when, in the opinion of the attending physician/emergency personnel, a life is in the balance. Written consent is required for all treatment given in any emergency situation. Consent of a parent or legal guardian is necessary for minors except in extreme cases.

To Whom it May Concern: As a parent and/or legal guardian, I do herewith authorize the treatment by a qualified and licensed medical doctor of the above minor in the event of medical emergency which, in the opinion of the physician/emergency personnel, may endanger his or her life, cause disfigurement, physical impairment or undue discomfort if delayed. This authority is granted only after a reasonable effort has been made to reach me.

The release form is completed and signed of my own free will with the purpose of authorizing medical treatment under emergency circumstances in my absence.

Date _____ Parent/Guardian signature _____

PICTURE RELEASE

I give permission for my child's picture/video and/or name to be used in informational news (newspapers, program brochures, etc.) and social media.

(please circle) YES or NO Date _____ Parent/Guardian Signature _____

Name Printed _____ Relationship _____