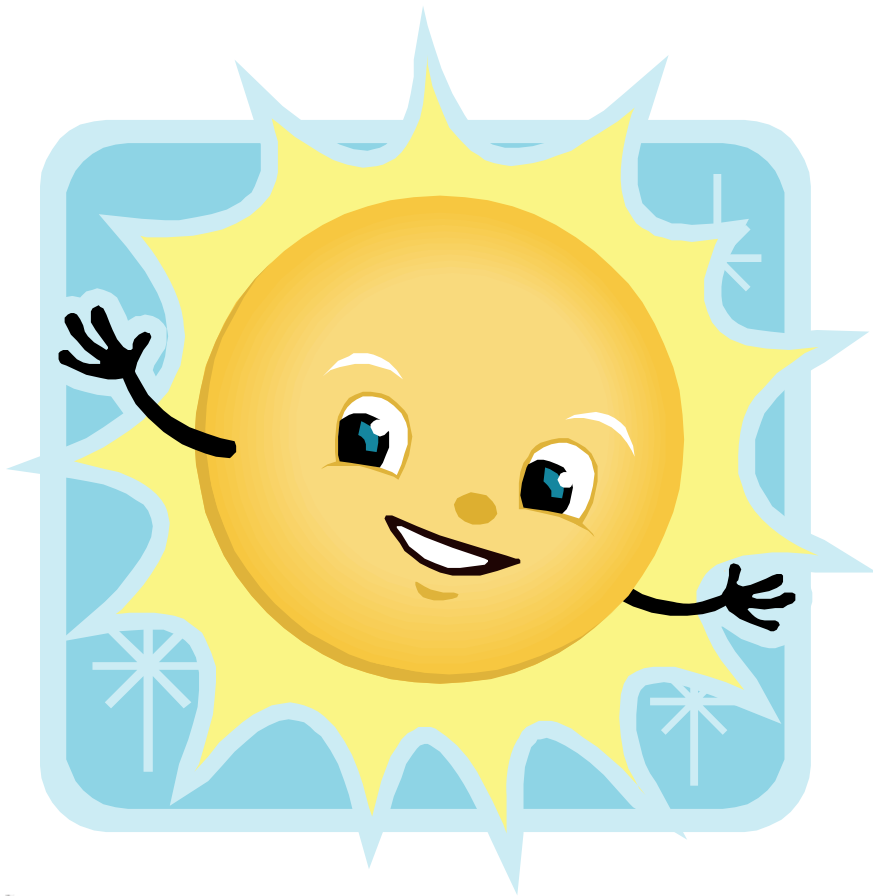


Hanover Park Park District's

# Summer Day Camp

# Parent Manual 2009



*Leave the Fun to Us!*



**The Hanover Park**

*Park District*

.....  
hpparks.org 630.837.2468

1919 Walnut Ave. Hanover Park, IL 60133



# Welcome to the Hanover Park Park District's 2009 Summer Day Camp Program

**Dear Camp Parents:**

Welcome to Camp! Thank you for choosing Hanover Park Park District's Summer Day Camp Program. This summer will be an adventurous one. Our camp staff is committed to making sure that every camper has a fun-tastic experience within our camp program that will make them want to come back. Its summer and we believe kids should have fun, be active, and meet new friends.

It is very **IMPORTANT** that you read and share all the information in this manual with your child in order to make the transition into camp a positive, exciting and enjoyable experience for everyone involved. Attending our Camp Open House is a great way to see what camp is all about for both you and your camper. (See information below)

If you have any questions or concerns, please feel free to contact me at 630.837.2468 ext 138 or [n.mantegna@hpparks.org](mailto:n.mantegna@hpparks.org). Camp staff and I are looking forward to a great summer with you and your child.

Sincerely,

Nicole Mantegna  
Recreation Services Supervisor ext 138

## **CAMP OPEN HOUSE**

**MEET THE STAFF!** Staff will be available in their camp rooms to answer any questions from parents and campers. Staff will discuss specific camp curriculum, camp policies, age ranges and procedures, field trips and a special tour of your camp site. Campers will become more comfortable with their new surroundings and will get a jump start on their summer camp experience.

**Who should attend:** Parents, campers and potential campers

<b>Date</b>	<b>Time</b>	<b>Location</b>
6/8	6:15 – 7 pm	Meet at your camp location

## **Registration Policies and Procedures**

Parents must register in person for all camp programs at the Park District office. Upon registration, parents will receive a Parent Manual, an emergency form and a medical form. The registration deadline is one week prior to the camp session's start date. Those who register after the deadline may not be able to attend until staff and space is secured.

Session Dates:	Session A:	June 15 - June 26
	Session B:	June 29 - July 10
	Session C:	July 13 - July 24
	Session D:	July 27 - August 7
(End of Summer Camps)	Session E:	August 10 - August 14

### EARLY REGISTRATION

Participants who register by May 16<sup>th</sup> and pay in full at the time of registration will receive a 10% discount. This discount will apply to any day camp programs paid in full at time of registration, excluding specialty camps, extended care, and bus service.

### LATE REGISTRATION

Camp staffing is based on participant registration. Therefore any participants who choose to register after the registration deadline will only be accepted if there is space available and approved by the Recreation Services Supervisor. There may be a waiting period for the child to start camp while adequate staffing is acquired. The Wednesday prior to the start date of camp will be the last day late registration will be accepted for Bus Service.

### PAYMENT PLAN

A payment plan is available to all 5-day session camp registrants! A \$25 deposit per child, per 5 day session is required at time of registration to reserve a spot in camp. Payment must be made at the Park District office with the balance paid in full by the Wednesday preceding each camp session. If not paid in full by the required day, the deposit will be forfeited, the child will be dropped from the camp session and his/her spot will not be held. The payment plan option is for day camp only and may not be used for Bus Service, Extended Care or other camp programs.

### PRO-RATING

Full camp session fees are required. Pro-rating will not be available.

### CANCELLATIONS AND REFUNDS

Cancellations and refund requests must be made in person, in writing, at the Park District office and are subject to a \$10.00 fee per individual program. No refunds will be granted after the 2<sup>nd</sup> day of camp with the exception of a written medical excuse with the refund based on the prorated cost and refund fee applied.

### TRANSFER POLICY

Requests for transfers must be made in person, in writing, at the Park District office. Transfers requested after the session's start date are subject to approval by the Recreation Services Supervisor. A \$10 transfer fee will be applied to all transfers and must be paid prior to the transfer being processed. If the transfer requires a refund to be issued, a refund fee of \$10.00 will also be applied.

## **Camp Information and Operations**

### EMERGENCY INFORMATION FORMS (ERF CARDS) – MANDATORY

Please fill out both sides of the ERF card and sign it. It must be sent the first day of the camp session with a photo of your child attached. **Any child whose ERF card is not turned in will not be allowed to attend camp until the card is turned in.** If at any time during the year the information changes please update the card with Camp staff.

### WHAT IF MY CHILD IS ON MEDICATION?

If your child needs to take medication while at camp, a “Permission to Dispense Medication” form must be completed and sent with your child the first day of the session. All medication must be in the original container with the following information on the label: doctor’s name, patient’s name, pharmacy, medication name, strength, and dosage. Parents must drop medication off at camp or give it to the bus driver. Please send enough medication to last for the entire session. Camp staff will fill out a medication log on the back of the medication form. **Medication will not be dispensed unless the form is signed and completely filled out.**

### WHAT IF MY CHILD WILL NOT BE IN ATTENDANCE?

If your child is ill or will be unable to attend camp, please call the Hanover Park Park District Camp phone: 630.837.2008 by 8 am so that the appropriate camp staff and the bus driver can be notified. If the answering machine picks up, please leave a message that includes child’s name, camp, and what day they will be absent. Attendance will be taken at camp every morning. Parents will be contacted if their child is not present and we have not been notified.

### HOW DOES CAMPER DROP-OFF & PICK- UP WORK?

#### *Drop Off:*

When dropping off your child at camp, parents are required to escort their child inside their camp location and sign them in. Please drop off children promptly at 9 am. Early drop-off is not permitted; if you require early drop-off, Camp Sunrise is available at an additional fee. If you drop off your child late to camp, and camp is not at its original location, please find out the current location and sign in your child there.

#### *Pick up:*

Parents must come into their child’s camp location to pick-up and sign out their child each day. Parents will need to note the time they are picking up their child on the sign-out sheet. A picture ID is REQUIRED to pick up campers.

In the event you will not be available to pick up your child, only those persons listed on the emergency release form will be allowed to pick up your child from the program. A picture ID will be requested from anyone picking up your child.

Parents are asked to list the people who are allowed to pick up their child on the emergency form. If, for any reason, a change will be made regarding who will be picking up your child from the program, a note needs to be given to our staff one day in advance to inform us of the arrangements. Thank you for your cooperation in securing your child’s safety.

**If a parent is listed as a person who is restricted from the child, we must have court documentation before the child begins the program.**

Please remember the program ends promptly at 3 pm. If you are going to be late in picking-up your child please call the staff at (630) 837-2008 and let them know when you will arrive. A late pick up fee will be charged.

*Bus Service:*

Attendance is taken as the children board the bus in the morning as well as at each camp location. At the end of the day, attendance is taken as the children leave their camp sites as well as when they get on and off the bus. The bus will not leave the camp site until all children are checked in. Please be aware of the bus schedule times and pick up your child at the bus stop promptly.

*Walkers:*

Your child's Camp Supervisor must have written permission to dismiss your child to walk home. If you have checked that your child is a walker on their emergency forms this will be considered written permission. If on any given day your child needs to walk home, the supervisor must have a written note from the parent. Counselors will release walkers at 3 pm. Please note, if thunder or lightning is present near or at dismissal time it is our policy to keep children at the camp location for at least 30 minutes after the last sighting. If this situation arises we will contact all parents.

*Extended Care:*

Camp Sunrise participants will be bussed from Ahlstrand Fieldhouse to their camp location if they attend a camp located at the Community Center.

Camp Sunset participants will be bussed to Ahlstrand Fieldhouse from their camp location if they attend a camp located at the Community Center. Pick up procedures are the same as the pick up procedures from day camp.

*Late Pick ups:*

**A late fee of \$1.00 per minute will be charged to parents who are late in picking up their children from the program. The time on the clock located in the Camp rooms will be used to determine the amount of time a parent is late. In the event a child is not picked up within 15 minutes of camp dismissal and the parent has not contacted the camp staff, the emergency phone numbers will be called.**

**HOW WILL YOU KEEP ME INFORMED?**

Participants will receive important notes, schedules, and reminders throughout the camp session. Staff will directly hand these to the parents. A calendar will be handed out the first day of each session with the following information on it: daily theme, swim days, and field trip day. Please read the calendar carefully; there will be information for you and your child concerning what to bring and what to wear to camp on certain days.

**WHAT SHOULD MY CAMPER WEAR?**

Campers should wear shorts, a t-shirt, socks, sunscreen and sneakers to camp. No sandals or open toed shoes please. Please remember that your child will get messy at camp and needs to wear appropriate clothes. All campers will receive a camp t-shirt which must be worn on each field trip.

### WHAT DOES MY CHILD NEED AT CAMP?

Campers should bring lunch, a water bottle, and sun block every day to camp. A swimsuit and towel will be needed for swim or water days. It is a good idea to pack all items in a backpack or duffel bag so belongings do not get lost in the transportation between home and camp. Check the camp calendar for additional items that your camper will need to bring. Please make sure that the camper's name is clearly marked on everything he/she brings to camp. **Please do not send money to camp with your child. Personal belongings such as games, toys, cell phones and electronics are not permitted at camp and staff is not responsible for lost items.**

### WHAT DOES MY CHILD DO FOR LUNCH?

Campers will need to bring a lunch and drink everyday. There will not be a refrigerator available at camp, so please plan accordingly. Campers will not be allowed to use vending machines.

### SWIM DAY INFORMATION

Campers attending full day camps will have scheduled swim time at Seafari Springs Aquatic Center located on 1700 Greenbrook Blvd., Hanover Park. Specific swim times will be listed on each camp calendar. Please remember to bring a swim suit, sunblock, and towel on those days.

Seafari Springs Aquatic Center may be closed for the following reasons:

- ✓ Air temperature below 65 degrees.
- ✓ Electrical storm, lightning, heavy rain, or tornado warning/watch.
- ✓ Poor water condition

It is the parents' responsibility to apply sunblock to their children in the morning before coming to camp. Parents should also send sunblock to camp with their child. We do not provide sunblock for the campers. It is recommended that parents send spray sunblock, as it is easier and less messy for the child to apply. Campers will be reminded to re-apply sunblock before going out to the pool deck. Campers are allowed to wear white T-shirts in the pool.

Campers will receive a wristband that will dictate where in the water they are allowed. To determine which wristband they will receive, each camper will take part in the swim test conducted by Seafari Spring Aquatic Staff on the first swim day of the session. Camp staff will be in the water with campers.

Campers must remember to listen to not only camp staff at the pool but to the lifeguards and pool staff as well. Campers should abide by the following rules in addition to camp rules:

1. Do not leave the pool deck unless a counselor goes with you.
2. Be safe. No running or walking fast on the pool deck.
3. All food must stay in the concession stand.
4. Swim with a partner.
5. Campers are not allowed to use the lounge chairs at the pool.
6. Swim only in the area designated by your counselor.
7. Follow all pool rules and lifeguard directions.

## FIELD TRIP DAY INFORMATION

Field trip days will be on the camp calendar. A flyer will be sent home each session with field trip information. On these days, it is important to arrive at camp at exactly 9 am; some trips will require us to leave at the start of camp.

Campers will either be transported to the field trip on our Camp bus or on the Hanover Park Park District vans. Campers should bring a sack lunch on field trips since we may be unable to store any re-usable lunch containers during the trip. **The camp T-shirt MUST be worn on these days.**

### **Please discuss the following with your child:**

## CODE OF CONDUCT

As with any large group of children, rules and discipline must be reinforced by camp staff and also the parents. We ask that you, as parents, go over this information with your child so that they are aware of the consequences of inappropriate behavior. Below is a list of camp rules. Each camp will post a list of their camp rules in their camp room.

1. Follow all directions the first time they are given.
2. Treat other people, campers, and counselors with respect.
3. Clean up after yourself.
4. Use equipment as it was intended.
5. Be safe and have fun.

## DISCIPLINE PROCEDURE

Please go over this procedure with your child. It is very important that we follow these procedures to ensure that camp is enjoyable and safe for every camper. We feel that it is key that parents take an active role in reinforcing these guidelines so that campers feel that parents and camp staff are working together.

<p><b>The Hanover Park Park District reserves the right to dismiss a participant whose behavior endangers the safety of him/herself or others.</b></p>
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The following is our discipline procedure for campers who are exhibiting consistently disruptive behavior. After all the steps are taken, the child will be discharged from camp and no refund will be given for the remainder of the session.

Step 1- The child will be required to sit in “time out” or “cooling off” period for a few minutes.

Step 2- A “warning” will be given and noted. A “time out” may also accompany a “warning.”

Step 3- The third warning or “time out” in one day will result in a Behavior Conduct Report being sent home, alerting the parents to the problem. The Behavior Conduct Report must be signed and returned the next day of camp. Behavior Conduct Reports can also be sent home for any serious infraction.

Step 4- The second Behavior Conduct Report sent home in one session of camp will result in the child not being able to return to camp for the remainder of the session, without refund.

*Warnings/ Time outs are given for:*

- ✓ Disrespect towards a counselor, lifeguard, any park district employee, patron, or camper.
- ✓ Not following directions.
- ✓ Swearing, racial slurs, or verbal abuse towards anyone.

*Behavior Conduct Reports are sent home for:*

- ✓ The third infraction of the day.
- ✓ Destruction of property, stealing, or vandalism.
- ✓ Physical abuse towards anyone.
- ✓ Any infraction of a serious nature as determined by camp staff.

## REWARD SYSTEM

Each camp has a positive behavior management program in place for encouraging and rewarding appropriate behavior. Every camp has a different structure therefore the program will vary from camp to camp.

## **Additional Camp Programs and Services**

### BUS SERVICE

Hanover Park residents can register for the bus service for an additional fee. See the brochure for registration details. The bus route through Hanover Park runs approximately 8 – 9 am for morning pick up and 3 – 4 pm for afternoon drop off. Your camper must be at his/her bus stop 5 minutes before the designated time, since the bus driver will be on a tight schedule. Please be aware that at the beginning of the session the bus may be running late. Wait patiently at your stop and do not leave.

The bus schedule will be ready the Friday afternoon before each new session. The bus driver will contact each parent on Friday evening to tell them the exact locations and times. If needed, a revised bus schedule will be sent home the first day of camp.

### Bus Rules

The following bus rules will be enforced both on field trips and during the bus route. These rules also apply to the vans.

1. Remain seated throughout the entire ride.
2. No eating on the bus or vans.
3. Hands, heads, and arms must remain inside the bus or vans at all times.
4. Feet and personal items should be kept out of the aisles.
5. Screaming, shouting, loud noises, and radios are not allowed on the bus.
6. Do not throw out anything from the windows.
7. Follow all directions from the counselors and bus driver.

## EXTENDED CARE

Additional activities are planned during extended hours to accommodate parents' work schedule. Camp Sunrise runs from 6 – 9 am; Camp Sunset runs from 3 – 6 pm. Some of the activities that your child will enjoy at Extended Care include board games, quiet time, movies, arts & crafts, playground time, breakfast in the morning, and a snack in the afternoon. Extended care is located at Ahlstrand Fieldhouse.

### *Late Pick ups:*

**A late fee of \$1.00 per minute will be charged to parents who are late in picking up their children from the program. The time on the clock located in the Camp rooms will be used to determine the amount of time a parent is late. In the event a child is not picked up within 15 minutes of camp dismissal and the parent has not contacted the camp staff, the emergency phone numbers will be called.**

**Thank you for choosing the Hanover Park Park District  
Summer Camp Program this year!**