



Homewood-Flossmoor Park District

Club Kindergarten Day Camp



Parent Handbook

Administration Center: 3301 Flossmoor Road, Flossmoor. 957-0300
Marie Irwin Center: 18120 Highland Avenue, Homewood. 957-7275



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Homewood-Flossmoor Park District

3301 Flossmoor Road, Flossmoor, Illinois 60422 • 708-957-0300 • fax 708-957-8574 • www.hfparks.com

Summer 2010

Dear Parents:

Welcome to the Homewood-Flossmoor Park District's Club Kindergarten! Your child is about to begin an exciting program that will fill their summer with healthy, recreational, and exciting activities. Most of all, your child can look forward to having **FUN!**

The following handbook has information that will answer any questions you may have regarding our program. Please read this information and discuss all of our program's policies and procedures with your child. It will also be a helpful reference tool to keep throughout the summer.

Attached is a packet of information that must be filled out before your child can attend camp, such as emergency and field trip forms. The Park District will not take a child into our care until we have the completed forms.

Feel free to call me at 957-7275 if you have a question concerning Camp. Our staff looks forward to a safe and fun summer!

Sincerely,

Melissa Rimdzius
Recreation Supervisor





Staff

Recreation Supervisor:

Melissa Rimdzius

709-957-0300 x14

Site Directors:

Amy Johnson, Club Kindergarten

Laurie Sucharzewski, Before Camp

Alana Barone, After Camp

Our Site Directors have a variety of experiences with education, recreation, and summer camp. Our counselors are college students with previous experience in day camps and/or education. All camp team members have completed orientation in preparation for the summer. We maintain a maximum camper to staff ratio of 8:1.



Our Goal

H-F Park District Mission:

To provide quality recreation programs, facilities and parks that meet the leisure needs and improve the quality of life for the residents of the Homewood-Flossmoor Park District.



Registration

Our camp features weekly registration; you may register for one or all eight weeks. The first week's payment does not ensure your child's spot for the duration of camp. If you plan on sending your child for a number of weeks, we suggest registering for all of them at once, to help make a smooth transition for you and your child from week to week. *All Registration policies apply to: Club Kindergarten, Before & After Camp.*

Sign up early: A \$25 processing fee will be charged for each child when you register on the first day of that week's camp. Space is limited: It's best to register at least one week ahead, to ensure your child's spot at the camp site.



Internet Registration

Online registration for camp is available at the H-F Park District's website: www.hfparks.com. You can search for camp using the program numbers in the brochure or keywords. Club Kindergarten is listed as "Club Kindergarten-Wk #".

Online registration is open up until 12 p.m. on the Saturday before the camp week starts. After 12 p.m. registration for that week is closed until Monday morning when the H-F Park District offices open. A \$25 processing fee will be charged for each child when you register on the first day of that week's camp.

If you need a WebTrac ID & password, contact the Administrative Center to obtain one at 957-0300.



Weekly Camp Activities

The Club Kindergarten staff creates weekly activity calendars filled with themed activities that are geared towards our campers' interests and needs. We also join Stomping Grounds & Camp Fantastic in occasional enrichment activities and special presentations. Below is a list of the typical camp activities held throughout the summer:

- Monday: Music for Minors
 - Tuesday: Story time with the Homewood Library
 - Wednesday: Millennium Park Splash Pad
 - Thursday: Field Trip
 - Friday: Lions Club Kiddie Pool (Select Weeks)
- *All pool visits & walking trips depend on the weather.*



Camp Dates & Themes

- | | | |
|---------|-----------------|------------------------------|
| Week 1: | June 14–June 18 | Here's Lookin' at YOU! |
| Week 2: | June 21–June 25 | Jungle Jive |
| Week 3: | June 28–July 2 | Music Makers |
| Week 4: | July 5–July 9 | Wonders of Nature |
| Week 5: | July 12–July 16 | Go for the Gold! |
| Week 6: | July 19–July 23 | Caribbean Cruise |
| Week 7: | July 26–July 30 | Barnyard Palooza |
| Week 8: | Aug. 2–6 | Trains, Planes & Automobiles |



Before Camp Care

7:00am to 9:00am

For an additional fee, any camper can attend this program. Our Before Camp Staff runs low-key activities to help ease your child into each day. Children are transported to the camp site each day in a school bus or Park District van; a staff member rides the bus with the children, and two staff members are present when a Park District van is used. Each session is one week long, daily registration is not available. Fee: \$46R/\$69NR



After Camp Care

3:30pm to 6:00pm

This fun program is available to all Club Kindergarten Campers for an additional fee (\$58R/\$87NR per week). Children are bussed from their camp sites to the H-F Sports Complex each day, where they will play games, make crafts, and go to Lions Club Pool 1-2 times a week. Each session is one week long, daily registration is not available. All children must be registered prior to their start date at After Camp.



Field Trips*

Club Kindergarten takes field trips on Thursdays. A field trip permission slip for the entire summer will be handed out on the first day of camp. Please fill it out completely and return it to your Site Director as soon as possible. **If we do not have a completed form, your child may not go on the field trip and must be picked up from camp before we leave for the trip.**

Campers should wear their camp T-shirts on all field trip days and bring a lunch; there is no need to bring money. A flyer containing this and other important information will be given out each week through your child's camp site calendar.

Summer 2010:

- June 17: Irons Oaks; Olympia Fields, IL
- June 24: TBD – Special Visitor or Local Walking Trip.
- July 1: Exploration Station; Bourbonnais, IL
- July 8: Lincoln Park Zoo; Chicago, IL
- July 15: Peter Pan @ Governor's State; University Park, IL
- July 22: TBD – Special Visitor or Local Walking Trip.
- July 29: Children's Farm at the Center
- August 5: TBD – Special Visitor or Local Walking Trip.
- August 12: TBD – Special Visitor or Local Walking Trip.

**All field trips are subject to change, notification of changes will be given out weekly.*



Drop-Off Policies

Each child must be walked into camp and checked in with the site director for Before Camp and Club Kindergarten. The earliest a child may be dropped off is 7:00am for Before Camp and 9:00am for Club Kindergarten. The camp staff has meetings in the morning and needs time to prepare for the day. The staff are not allowed to accept children into their care until 9:00am.

Important: Children cannot be dropped off or picked up at field trips by parents. The Park District must have a completed emergency form for each child before they can attend camp.



Pick-Up Policies

All children must be signed out with their Site Director at the end of the day. Children will only be released to parents/guardians unless our staff is otherwise instructed by the parent/guardian. If you wish to authorize additional people to pick up your child, their contact information must be provided on the completed emergency form. Any additions must be made in writing.

Please inform anyone who picks up your child that they will be asked to show photo identification; this may include parents who we do not see regularly.

While we will always attempt to follow parental wishes, the Park District cannot stop a parent from picking up their child unless there is a restraining order in place. Please provide the Recreation Supervisor or Site Director with any custody information so that we are aware of any problems that may arise.

ALL INFORMATION IS STRICTLY CONFIDENTIAL



Late Pick-Up Policy

If you are late, please call the Goldberg Administration Building or the Irwin Center and they will contact your child's Site Director.

The H-F Park District late fee is \$10 beginning 10 minutes after *dismissal time* and \$1 for each additional minute. This fee must be paid within 24 hours at the Irwin Center or the Goldberg Administration Building. After four late pick-ups of 15 minutes or more, the Recreation Supervisor will dismiss the camper from the program. This policy is enforced for the entire summer for all camps.

Goldberg Administration Center:

708-957-0300 Monday – Friday 8:00am – 5:00pm

Marie Irwin Community Center:

708-957-7275 Monday – Thursday 8:00am – 7:30pm
Friday 8:00am – 6:00pm
Saturday 9:00am – 12:00 noon



Behavior Expectations & Agreement

Does everyone want to have fun at camp? We certainly hope so. Sometimes inappropriate behavior can complicate this process. We administer a consistently fair system of discipline that is outlined in the attached behavior agreement. This form must be signed by you and your child; please review the rules and policies with your child throughout the summer. The H-F Park District appreciates your cooperation and understanding of our behavior expectations. Please direct any questions to your child's Site Director or the Recreation Supervisor.



What to Bring to Camp

Please label everything your child brings to camp!

Due to the nature of day camp activities, children may get dirty occasionally. We ask that children refrain from wearing "good clothes or shoes" to camp because it may hinder their participation in several activities. Club Kindergarten spends a great deal of time outside each week; children should always wear comfortable gym shoes that they can run and play in.

What to Bring:

- Gym shoes – Sandals are not allowed!
- Healthy mid-morning snack
- Clearly labeled sack lunch or lunch bag
- Small backpack to carry lunch, projects, supplies, and belongings
- Light Jacket, windbreaker, or sweatshirt for cool mornings
- Swimsuit, towel, & plastic bag to hold wet items on swim days
- Sunscreen & bug spray
- An extra set of dry clothes for rainy days or emergencies
- Leak-proof, non-breakable water bottle.

Remember to label all of your child's belongings

What Not to Bring:

- Toys from home
- Electronic equipment, such as mp3 players, game boys, Tamagotchis and cell phones
- Extra money, unless specified by Site Director for a special activity
- Anything that has not been labeled with your child's name

**If these items are brought to camp, they will be collected by camp staff and returned to the parent at the end of the day.*



Health Care Policies

Club Kindergarten is not licensed for the care of sick children. Staff will determine if a child can remain at camp using the following guidelines:

- **Temperature of 100 degrees:** A camper who is ill may not be at camp with a fever, even if controlled by medicine.
- **Vomiting:** A child who vomits will be sent home immediately.
- **Strep throat:** A child must take antibiotics for 24 hrs before returning.
- **Diarrhea:** A child who has diarrhea twice in one day will be sent home.
- **Chicken Pox:** A child must remain home until **all** blisters have dried and formed scabs. This usually is 7-10 days after the pox began.
- **Ring Worm:** Children may return 24 hours after starting treatment.
- **Pink Eye:** A child with pink eye or conjunctivitis will be sent home. Campers may return after 3 doses of drops for re-admittance.
- **Head Lice:** A child must remain at home until the first treatment is completed, with no further active lice or nits seen.

Make sure you have a plan in place in case your child gets sick while at camp. If you are unable to leave work yourself, please have someone who is able to care for your child lined up. This is for the well being and comfort of your child as well as all of the other campers.

A doctor's note will be required for readmitting after the following illnesses: Strep Throat, Ring Worm and Pink Eye. A physician should diagnose any child who experiences symptoms of a contagious disease. If you have any questions regarding an illness, please call in advance before dropping your child off at camp.



Dispensing Medication

If your child requires medication during the time they are in our care, please notify the Park District. Before any medication (prescription and non-prescription) may be given to the camp staff, a medication dispensing form must be completed; these are available through your child's Site Director.

Both prescription and non-prescription medicines must be in their original container and clearly marked with the child's first and last name, and specific directions. Typically pharmacists are very willing to provide you with the amount of medicine needed for childcare in a separate "original" bottle.

All medications will be kept in a secure place determined by your child's Site Director. Our staff is not authorized to handle any medications. If needed, a staff member will verbally assist your child with taking their medication.



Specific Needs

Please help us in preparing for a great summer, where your child can let loose and have fun. If your child has any specific needs, check the appropriate box on the registration form. Depending on the specific details, special arrangements may be made to best serve the needs of your child. Our goal is that everyone fully enjoys their summer camp experience.

Specific needs or not, help us get to know your child by filling out the attached sheet called "Tell Us About Your Child." This form helps our Site Director & Counselors learn about your child and better prepare for a successful summer.



Parent Conferences

If a camper consistently displays unacceptable behavior during Club Kindergarten, Before Camp or After Camp Care, parents may be asked to attend a conference with the Site Director and/or the Recreation Supervisor. Parents may also request a conference to discuss concerns or poor behavior. Please feel free to ask questions at any time. We believe that open communication between parents and staff is essential to your child's success and happiness.



We Are Here For You!!

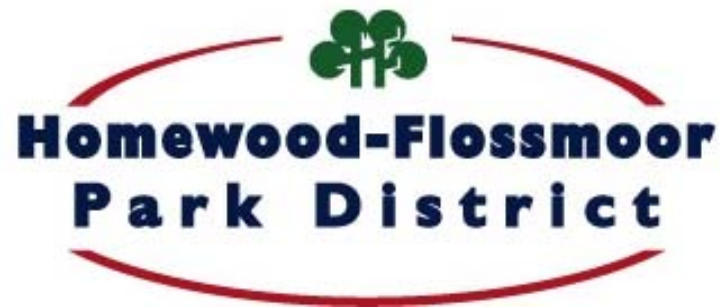
Questions and comments are always welcome! Additional information will be distributed to parents at each campsite as the need arises. The Homewood-Flossmoor Park District looks forward to a summer filled with wacky activities, new friendships, great weather, and tons of fun.

Goldberg Administration Center:

708-957-0300 3301 Flossmoor Road
Monday – Friday 8:00am – 5:00pm

Marie Irwin Community Center:

708-957-7275 18120 Highland Avenue
Monday – Thursday 8:00am – 7:30pm
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Have a great summer!