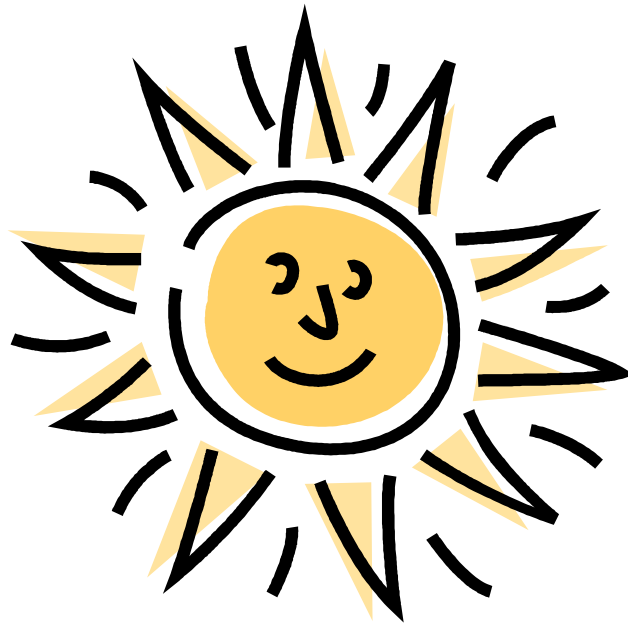


# Community Kids Day Camp



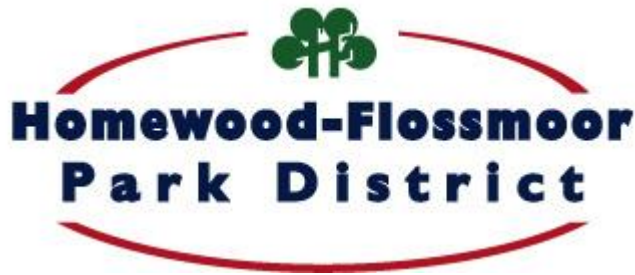
Parent Handbook

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



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Summer 2010

Dear Parents:

Welcome to the Homewood-Flossmoor Park District's Community Kids Day Camp! 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 957-0300 if you have a question concerning Day Camp. Our staff looks forward to a safe and fun summer!

Sincerely,

Sara Hupe

Recreation Supervisor





## Staff

### Recreation Supervisor:

Sara Hupe

### Site Directors:

Alex Airey

Stephanie Neufeld

Our Site Directors have experience in education and mentoring, and our counselors have previous experience with H-F Park District Summer Camps. 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

### Community Kids:

To create a safe and nurturing environment, where children can build friendships, grow, recreate, and have fun.

### 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.



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## 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: Community Kids, 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 a week ahead, to ensure your child's spot at the camp site.



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## Internet Registration

Online registration for camp is available at the H-F Park District's website: [www.hfparks.com](http://www.hfparks.com). You can search for camp using the program numbers in the brochure, keywords or a search for camps.

**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.



# Camp Activities

## Daily & Weekly Schedule:

Below is the basic schedule of activities for this camp. Recreational games and activities are planned for the children between each of the activities listed below. A weekly newsletter highlighting special activities and the children's achievements will be sent home.

### Monday

Campers spend Mondays planning and playing. They will work together to brainstorm ideas for the week's activities, and enjoy participating in recreational games, crafts and sports. Some weeks, campers will help serve lunch for the FAB adults at the Irwin Center, and then visit Irwin Park and Playground.

### Tuesday

The campers will head over to the library, have a picnic lunch at Irwin Park followed by a trip to Dairy Queen.

### Wednesday

Business or service day! Campers will travel to a local business to learn how it runs or they will be working on a service project or service trip to a local organization

### Thursday

Field Trip Day: Each Thursday, Community Kids will join with the Master's Stomping Grounds Day Camp for a field trip.

### Friday

Fridays will vary each week. Some weeks the campers will work at the Farmer's Market in Flossmoor by providing activities for children at the Market. Other Fridays may include a trip with local teen camps.



## Before Camp Care

Weeks 1-8: 7:00am to 9:00am

For an additional fee, any Community Kids 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 Park District Auditorium 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: \$45R/\$67.50NR



## After Camp Care

Weeks 1-8: 3:30pm to 6:00pm

This fun program is available to all Community Kids Campers for an additional fee. Children are bussed from the Park District Auditorium 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.

Fee: \$57R/\$85.50NR per week



## Camp Site & Dates

### Community Kids:

H-F Park District Auditorium  
2010 Chestnut, Homewood

Week 1: June 14-June 18

Week 2: June 21-June 25

Week 3: June 28-July 2

Week 4: July 5-July 9

Week 5: July 12-July 16

Week 6: July 19-July 23

Week 7: July 26-July 30

Week 8: August 2-August 6



## Business Trips

Community Kids will take trips to area businesses every Wednesday. Campers will have a chance to understand and explore different aspects of the local businesses through these trips. Further information and permission slips will be handed out at camp.



## Field Trips

Community Kids take field trips every Thursday. A field trip permission slip will be handed out at 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.

Children need to wear their camp T-shirts on all field trip days. Lunch will be provided on certain field trips, a flyer containing this and other important information will be given out each week.

- June 17: Irons Oaks: Olympia Fields, IL
- June 24: Cypress Cove Water Park; Woodridge, IL
- July 1: TBD
- July 8: White Sox Game; Chicago, IL (late return at approx. 5:30pm)
- July 15: Gameworks; Schaumburg, IL
- July 22: Picnic at Millennium Park and Wendella River & Lake Cruise; Chicago, IL
- July 29: Fair Oaks Farm; Fair Oaks, IN
- August 5: TBD

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

*\*Children cannot be dropped off or picked up at field trips by parents.*



## Drop-Off Policies

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

*Important: 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**



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## 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



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## 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. Children should wear comfortable gym shoes every day.

### What to Bring:

- Gym shoes – Sandals are not allowed!
- Small backpack to carry 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 taken to camp, they will be collected by camp staff and returned to the parent at the end of the day.*



## Health Care Policies

Community Kids 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 Directors & Counselors learn about your child and better prepare for a successful summer.



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## Parent Conferences

If a camper consistently displays unacceptable behavior during Community Kids, 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.



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## We Are Here For You!!

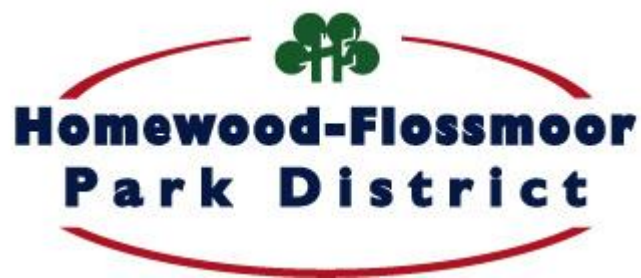
Questions and comments are always welcome! Additional information will be distributed to parents at the camp site as the need arises. The Homewood-Flossmoor Park District looks forward to a summer filled with wacky activities, new friendships, great weather, and tons of fun.

### **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!