



Parent Information For Counselors in Training

Location:

Various Camp Sites

**note: Camp Supervisor contact information will become available after May 1, 2011*

Camp Description

The CIT program provides motivation for teens that aspire to be camp counselors. Teens will meet daily at the camps they choose. CITs will spend Monday-Thursday with their assigned park district camps, working with youth, leading games, crafts, and assisting on field trips. CITs will meet on Friday at the 49 Lake Teen Center for training and team building exercises.

Meeting Days/Times

June 13-August 19 (Session lengths vary)

Monday through Friday

8:00am to 3:00 (Full Day CIT)

8:00am to 11:00am (Half Day AM CIT)

12 Noon to 3:00pm (Half Day PM CIT)

***Camp Evergreen-7:30am to 2:30pm Full Day CIT)**



Sign In/Out Procedures

- Parents are responsible for signing their child both in and out of camp at the designated pick up and drop off locations. CITs may sign in and out with written parental consent.
- Sign-in procedures will begin at the scheduled camp start time. No children will be allowed into camp early.
- Parents and/or guardians are required to show a picture ID to staff until staff become familiar with those authorized to pick campers up.
- Campers who walk or bike must have written permission in advance from a parent or guardian. A late fee will be billed to you for each occurrence that children are picked-up late:

1-15 minutes =	\$10
16-30 minutes =	\$20
31-45 minutes =	\$30
46= minutes =	\$40

What to Bring

- Reusable water bottle
- Healthy Snack
Please do not send milk or mayonnaise-based products, as we will not have access to a refrigerator. Due to severe allergies, please do not send peanut based products (including peanut butter), or any other tree-nut based products.
- Lunch that is well marked with CIT's name
- Sunscreen
Parents should apply sunscreen prior to arriving at camp. Park District staff will not apply sunscreen, but will encourage and supervise the application by campers.
- Wear loose, comfortable clothes that can get dirty

What Not to Bring

- Electronic equipment, including cell phones during program hours. Texting is not permitted during camp time
- Valuable items that you wouldn't want your child to lose or have damaged

Absences

Parents should call and notify the Site Supervisor of the child's absence daily. If we do not hear from you [via phone or written note] and the Supervisor reports your camper absent, staff will make every attempt to contact you by phone. Please help the staff avoid unnecessary phone calls by reporting your camper's absence or late arrival.

Park District of Oak Park

218 Madison Street
Oak Park, IL 60302
Phone: 708-383-0002
Fax: 708-383-5702
www.oakparkparks.com



Inclusion

The Park District of Oak Park works cooperatively with the West Suburban Special Recreation Association (WSSRA) to integrate campers with disabilities into recreational programs. Inclusion aides may be present at camp to work one-on-one with a specific camper. These aides only intervene in necessary circumstances. If you feel that your camper would benefit from additional assistance at camp, be sure to communicate the necessary information to the Camp Director.

If your child will need special accommodations and you have not yet spoken to Park District staff or the Inclusion Coordinator from WSSRA regarding assistance, PLEASE DO SO IMMEDIATELY! There is a 2-week minimum notice required by WSSRA for proper staffing and training purposes.

Camper Emergency Forms

So that staff can be prepared on the first day of camp, camper emergency forms and field trip forms (if applicable) must be returned to the Park District main office at 218 Madison by 5:00p.m. on the Thursday before camp begins.

Please be aware that your child will not be allowed into camp without an emergency form completed by a parent or guardian by the first day of camp.

All required forms are available online at www.oakparkparks.com

Sick Procedures

For the benefit of all children in the program, we require that you keep your child home if he/she is sick. Symptoms include:

- Fever
- Persistent, deep, or hard cough
- Vomiting/diarrhea - *must be symptom-free for 24 hours*
- Contagious infestations or infections - *includes lice, ringworm, unexplained rashes, scabies, impetigo, or pinkeye*
- Runny nose

Code of Conduct

All campers should treat one another, staff, and property with respect.

All campers should act and behave in a way which does not endanger, intimidate or interfere with the participation of others.

All campers should respect others rights to privacy.

Campers should comply with instructions given by any members of staff and should willingly participate in the daily routines and schedules at camp.

The Park District of Oak Park reserves the right to dismiss a participant whose behavior endangers the safety of themselves or others.

All campers should conduct themselves in a healthy and environmentally friendly manner towards other campers, staff and the natural environment.

All campers should behave according to this code and accept the consequences if it is breached. All staff should fairly, reasonably and consistently implement this code.

Staff and parents should support the Camp in implementing the Code of Conduct.

CIT's will report to their assigned camps Monday through Thursday

CIT's will meet at the 49 Lake Teen Center from 10am to 12 noon on Fridays for training

Questions regarding the CIT program? Contact Ezohn Smith at (708) 725-2110