



**PARK DISTRICT OF OAK PARK**  
Summer Camp 2009  
Parent Handbook



218 Madison Street  
Oak Park, Illinois 60302  
708-383-0002

## **Preschool Camp**

Welcome to Summer Camps!

We would like to take this opportunity to thank you for enrolling your child in **Preschool Camp** offered by the Park District of Oak Park. We are pleased to have your child joining us this summer to grow, learn, laugh and succeed together.

The enclosed handbook has been designed to provide parents/guardians a reference tool so that all concerned can feel comfortable and familiar with the overall camp experience. We encourage you to read this handbook, ask questions, share the information with the camper(s) and make suggestions to camp staff throughout the summer.

The Park District of Oak Park is one of a few park districts in the nation to be accredited by the American Camping Association (ACA). This nationally recognized program, developed exclusively for the camp industry, focuses on program quality, health and safety issues and requires us to review every facet of our day camp operation. We have voluntarily submitted to this independent audit by camp experts and have earned, and take pride in, this mark of distinction. Please look at your Park District of Oak Park seasonal brochure to recognize the camps that are ACA certified.

### **Arrivals and Departures**

Preschool Camp meets from 9:00am-12:00pm OR 1:00pm-4:00pm on (Monday/Wednesday/Friday). Campers should be dropped off at Carroll Center, 1125 S. Kenilworth no earlier than 9:00am OR 1:00pm and picked up no later than 12:00pm OR 4:00pm. Session One of Preschool Camp runs from June 8<sup>th</sup> – July 1<sup>st</sup>, with no camp on July 3<sup>rd</sup>. Session Two of Preschool Camp runs from July 6<sup>th</sup>- July 31<sup>st</sup>. Parents are responsible for signing their campers both in and out of camp at the designated drop off and pick up locations.

Please be patient during the sign-in and sign-out procedure each day. The safety of all campers is our number one concern and it is crucial that each camper is accounted for daily. Parents and guardians will be required to show a picture ID to staff during the first week of the program, or until staff becomes familiar with those authorized to pick campers up.

The Park District of Oak Park does not assume responsibility for campers arriving early or remaining on site outside of established beginning and ending times for any program. Repeated late pick-ups will result in late fees (ten (\$10) dollars for every fifteen minutes) or up to dismissal from the camp. We appreciate your understanding to avoid being late; as our staff is busy closing out the day and preparing for the next day or function.

### **Camp Staff**

Park District of Oak Park camp employees are people with a passion for working with children and are generally pursuing careers or are currently in careers working with children. The Preschool Camp Staff will be Ms. Emoni and Ms. Theresa. Both staff members are Preschool teachers at the Carroll Center during the school year and have been working for the Park District of Oak Park for many years.

### **First Aid and CPR Certified Staff**

Each site will have at least one staff member on the premises who has a current certification in both CPR and First Aid at all times. The Site Supervisors are required to have current certifications. All staff, however, will be trained in universal precautions.

### **What to Wear to Camp**

Campers are encouraged to wear loose and comfortable clothing that may get dirty during daily camp activities. Gym shoes are the preferred footwear for camp; however, if the camper prefers sandals, they must have a closed toe. Campers will all receive a camp t-shirt for the first session in which they are registered, which must be worn on field trip days.

## What to Bring to Camp

We strongly encourage campers to eat breakfast before arriving at camp. Campers should bring a backpack or zippered bag with their name on it to hold all of their belongings. Please be sure to label all personal belongings with the campers first and last names. We require that campers leave any personal possessions of value, including all electronic devices (iPods, PSPs, Nintendo systems, cell phones, expensive hats, etc.) at home. The Park District of Oak Park is not responsible for the loss or damage of such items.

If at any time your camper will be bringing a special snack to share with others, (i.e. a birthday party or special event) please be sure that the snack is *store bought* and remains in its *original package*. Snacks may not be homemade. Please refrain from sending peanut or peanut product snacks with your camper due to allergies.

## Sunscreen & Insect Repellent

It is recommended that you apply sunscreen (at least SPF 30) to your camper before camp and send a labeled bottle with them to camp, as the majority of camp is spent outdoors. Please note, however, a shirt is only considered SPF 4, and sunscreen is still highly recommended. Insect repellent, in lotion, pump or stick form only, is recommended as well. Park District staff will not apply sunscreen or insect repellent to your camper, but they will supervise the application by the campers.



## Phone Calls for Absences

Parents need to call and notify the director of the day camp of the child's absence daily. If we do not hear from you via phone or written note and the Director 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 in the morning.

## Sick Child Procedures

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



## The following symptoms are indications that your child needs to stay home:

*Fever* – Consult your doctor with temperature between 102 and 105.

*Persistent, deep or hard cough* – Coughs spread germs. Your child should be taught to cover his/her mouth with the back of the hand or cough into his/her sleeve.

*Vomiting/Diarrhea* – Must be symptom free for 24 hours before returning to camp.

*Contagious Infestations or Infections* – Chicken pox, unexplained rashes, lice, scabies, impetigo, ringworm, or pinkeye need prompt treatment to prevent the spread to others. A written note from the doctor should state the child is no longer contagious upon returning to camp. The camp's director must be notified of any contagious infection or infestation so that other parents can be notified. When notifying parents of anything contagious, names will be kept confidential.

*Runny Nose* – If a child has a runny nose, he/she may come to camp **only if it does NOT require constant wiping and only if it runs CLEAR**. If it is not clear, then the child has a cold. Colds run their course in about 7 days. If the child still has thick nasal discharge extending beyond this time, a doctor should be consulted.

## 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 exhibit appropriate behavior at all times as outlined below. Additional rules may be developed for specific camps as deemed necessary by the staff.

Participants shall:

1. Show respect to all participants, staff, equipment, supplies, and facilities.
2. Refrain from using foul or obscene language.
3. Refrain from causing bodily harm to participants or staff.
4. Refrain from disparaging remarks to include comments against individual's race, ethnic background, religion, physical appearance, or disabling condition.

## Discipline

A positive approach will be used regarding discipline. The Park District of Oak Park reserves the right to dismiss a participant whose behavior endangers the safety of themselves or others. Each situation will be evaluated on its own merit, with appropriate action taken as soon as possible. Staff will communicate with parents during or after camp if action is taken in regards to camper discipline. The Park District of Oak Park uses the following color coded system to communicate with the campers:

YELLOW=	Verbal Warning
ORANGE=	Time Out
RED=	Parent Phone Call
PURPLE=	Dismissal

### **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 any special accommodations and you have not yet spoken to Park District staff or the Integration Coordinator from West Suburban Special Recreation Association regarding assistance PLEASE DO SO IMMEDIATELY! There is a 2 week notice required by WSSRA for proper staffing and training purposes.

### **Medical Emergency**

In the event of an emergency, our staff will evaluate the extent of the injury, and clearly communicate it with the child's parent(s) or guardian(s). If your child has a minor injury, such as a small cut, scrape, bruise, etc., the staff will use appropriate First Aid procedures including Band-Aids, ice packs, cleaning the wound, etc., and notify the parent or guardian at the time the child is picked up. If the injury is a bee sting, a parent/guardian will be notified immediately to avoid allergic reaction, and the parent can decide whether the child stays at camp or goes home.

If the injury is obviously serious, such as profuse bleeding, unconsciousness, not breathing, rapid and severe swelling, etc., the certified staff member(s) will attend to the injured victim until the paramedics arrive. The parent/guardian will be notified immediately, and informed to what happened with their child, the child's current status, and where he/she is being taken for further treatment. If the parent/guardian is not available, the staff member will then call every person on the child's emergency form until someone is reached. It is crucial that you turn in your child's emergency form on time and complete with both parents' home and/or work numbers, along with those of the additional contacts for this reason.

### **First Day Safety**

The first day of camp or if camp should visit any off site facility, staff will run through the facility rules, where to go if a child is lost, hours, and other general information for your camp participants.

### **No Camp-July 3, 2009**

Camp will not be held on July 3<sup>rd</sup>, 2009. The Park District of Oak Park is closed in observation of Independence Day.

### **Registration**

If your camper is not registered for the entire summer, please be aware that registration for subsequent sessions closes at 5pm on the Thursday prior to each session to properly prepare for the week and plan staff schedules; subject to availability. Since our camps are very popular and often result in wait lists, we highly encourage early registration. If a camper is not registered for camp, they will not be allowed to stay for the program.

### **Field Trips**

Listed below are the field trips that Preschool Camp will be taking this summer. A permission waiver(s) is included at the end of this manual. Please sign and return it before or on the first day of camp. Campers must wear their camp T-shirts on these dates for identification purposes. If a camper comes to camp without their T-shirt, the camper's parent/guardian will be notified to bring it.

Monday June 29<sup>th</sup> - Brunswick Zone  
Monday July 27<sup>th</sup> - Lake Theatre

### **Forms**

The first session of camp will begin the week of Monday June 8th. In order to help us prepare for the coming season, we are asking for assistance in submitting the enclosed forms to ensure safety of our campers.

Please complete the enclosed emergency form and field trip form (if applicable) and return it to the Park District main office at 218 Madison prior to the first day of camp, preferably before June 1; there is a drop box at this location for after hour convenience. This will help us in providing quality supervision for your child. Emergency forms will be accepted on the first day of camp if you are unable to get the form to us before then, but **please be**

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

If your child will need to take medication while at camp, please contact the Park District supervisor of your child's camp (see *Who to Contact below*) so that a medication form may be mailed to you. No medication (this includes children carrying inhalers or bee sting kits) will be dispensed unless this form has been completed.

**Communication With Staff**

On-going and open communication between parents/guardians is essential for a positive experience for each camper. Parents/guardians are encouraged to discuss questions and concerns with camp staff members and/or the camp director. Should there be something your camper is experiencing at camp or in their personal life, which may reflect in their behavior or attitude towards camp, please inform a staff member of the situation.

**Who to Contact**

You will receive additional contact information specific to your child's camp from your camp director on the first day of camp. Until then, please feel free to contact the following people with any questions.

**Jr. Acorn, Acorn, Evergreen, Oak Tree, Willow and Preschool Camp**

Jennifer Pawlowski, CPRP, Early Childhood Supervisor  
708-725-2106 or 708-383-1978 / jenniferp@oakparkparks.com

**Start Smart, Girls Sports and Fitness Camp, Jr. Sports and Sports Camps, Extended Camp**

Bobbi Nance, CPRP, Recreation Manager  
708-725-2100 / bobbinn@oakparkparks.com

**Summer Cultural Arts Workshops (S.C.A.W.), Circus Camp**

Shari Wenzel, Arts and Events Supervisor  
708-725-2108 / shariw@oakparkparks.com



**Kiddie Kamp, Pee Wee Action Camp, Summer Action Camp,  
Boys and Girls Only Camps, BASIC Training, Camp Plus Two**

TBA, Youth and Special Interest Supervisor  
708-725-2107 / TBA



**Teen Camp, Ramp Camp & Counselors in Training (CIT)**

Ezohn Smith, Teen Supervisor  
708-725-2110 / ezohns@oakparkparks.com

**Park District of Oak Park Administrative Center**

708-383-0002 / www.oakparkparks.com

*Thank you for working together with us to ensure a fun-filled, safe summer for your child!  
Respectfully, the Park District of Oak Park Recreation Department Staff*