



TINLEY PARK- PARK DISTRICT PARENT HANDBOOK



2011

**SUMMER
TOT CAMP**



TINY TOT CAMP

Tony Bettenhausen Rec Center
8125 West 171st St.

ADMINISTRATION BUILDING

8125 West 171st ST., TINLEY PARK, ILLINOIS 60477
(708) 342-4200

MISSION STATEMENT

The Tinley Park-Park District is committed to creative recreational programming opportunities and outstanding customer service while providing and maintaining quality recreational facilities and parks to enhance the quality of life in Tinley Park.

Welcome to the Tinley Park-Park District Summer Day Camp Program. Your child is about to begin a program that will be both exciting and educational. Most of all, our program is designed for fun. The following handbook of information may help to answer the numerous questions you may have regarding our program. Please read this information and cooperate with us by following the policies and procedures of our program. Please keep this handbook to refer to throughout the summer. Periodically, additional information may be sent during camp.

Please feel free to call if you have a question concerning Tiny Tot Camp. We're looking forward to a safe and enjoyable summer.

Sincerely,

The Tinley Park-Park District Camp Staff

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GENERAL INFORMATION

Philosophy

It is our hope that the Tinley Park-Park District Camp will offer a program that will provide each camper with the opportunity to:

- Develop positive self-image and understand everyone has value and insights.
- Develop healthy social/interpersonal skills.
- Create a healthy and active lifestyle in a safe environment.
- Develop an appreciation and respect for nature and the environment.

About the Staff

A highly qualified and experienced adult director supervises each camp. Counselors at each camp are a mixture of mature and enthusiastic college and high school students. All camp staff are put through an extensive camp training program which includes such varied topics as supervision and safety techniques to curriculum development and first aid. We are proud of our staff and know that you will feel the same.

Parent Orientation

There will be a parent orientation before the first day of camp to introduce you to the staff, go over day camp details, and address any last minute questions and/or concerns you may have. The orientation is not mandatory, but is highly recommended. It will be held at the Bettenhausen Recreation Center, 8125 West 171st Street, on Thursday, June 9. Each campsite will have its own orientation time. Below is the schedule:

Thursday, June 9

6:30 p.m.-Tiny Tot Camp Parents/Guardians

7:15 p.m.-Vogt Woods Parents/Guardians

8:00 p.m.-Centennial Park Parents/Guardians

Emergency/Information Form

The Emergency/Information form will be completed at the time of registration. If at any time you wish to update this form, please see your Site Director. Your child's camp counselor and Site Director will have this form on them at all times while camp is in session.

Questionnaire/Evaluation

Upon completion of camp, you will receive a camp questionnaire, please take a few moments to fill it out and send it in! With your help, we hope to make camp even more fun next year.

T-shirts & Tote Bags

The Park District will provide each camper with a T-shirt. Day Camp T-shirts will be handed out at the Parent Orientation. If you are not at the orientation, your camper will get their T-shirt

on the first day of camp. They must wear their current camp T-shirts when attending field trips. Tote bags will be available for purchase at the Parent Orientation and at the Park District Office for \$7.

Clothing

Children should wear jeans or shorts, camp and other T-shirts, socks and tennis shoes. We ask that the children refrain from wearing good clothes to camp, as it may hinder their participation in some activities or damage their clothes. Gym shoes must be worn at all times. It is also suggested that your child wear a cap or hat for protection against the sun. Please label all of the items that your camper brings to camp.

Lost & Found

Please encourage your child to keep track of his or her belongings. The park district and its counselors will not be held responsible for lost or stolen items. At each campsite there will be a lost and found area where all belongings left at the site will be placed in a box. If your child should lose any belongings, please feel free to look through the Lost & Found Box. At the end of each camp session, all lost articles will be placed in the administration office for one week.

Sunscreen & Wipes

It is recommended that your child bring sunscreen and handwipes to camp each day. Sunscreen may not be shared except by siblings.

Camp Discipline

In order to provide a safe and effective day camp program for your child, certain rules have been established and **MUST** be followed. Disciplinary action will be taken if rules are ignored by informing parents with phone calls and a letter of any infractions that may occur by their child. After two warnings, the camper will have the choice of abiding by the rules or dismissal. Campers should adhere to the following:

- All campers will listen to and follow any directives/instructions that are given by a Day Camp Counselor, Director or Supervisor.
- Campers will respect their Counselors and Supervisors, as well as their fellow campers.
- Campers will demonstrate good sportsmanship while participating in any activity.
- Campers are to inform a staff member when being disturbed or taunted by other campers.
- Fighting, the use of offensive language, or any other demonstration of inappropriate behavior will not be tolerated under any circumstances.
- Campers who bring weapons, alcohol, drugs or other illegal items (i.e. fireworks) to camp will be immediately dismissed from camp and the police will be notified.
- All personal electronic equipment should be left at home, this includes, but it is not limited to radios, walkmans, Gameboys, hand-held games, trading cards etc.
- Campers shall not bring any animals, toy weapons or personal sports equipment from home unless they have written permission from camp staff.

**IT IS IMPORTANT TO READ THE FOLLOWING DETAILED INFORMATION
CONCERNING TINY TOT CAMP.**

We hope your child is eagerly looking forward to camp and to new experiences and friendships.

Thank you for your cooperation. If you have any questions, feel free to contact the Recreation Supervisor.

TINY TOT INFORMATION

Arrival/Departure

Two sessions of Tiny Tot Camp are offered: 9:15 a.m. - 11:45 a.m. and 12:15 - 2:45 p.m. for at the Tony Bettenhausen Recreation Center, 8125 West 171st Street, Preschool Room 2 and 3. Supervision is not available before or after these times, so please be prompt in picking up your child. Upon arrival and dismissal, you must be present at the classroom entrance.

If your child will be arriving to camp late or departing early, please inform the Camp Director in writing and arrangements will be made with your child's counselor. Upon arrival, you must accompany your child to the classroom entrance.

Medications

If possible we encourage giving your child their medication prior to camp. If your child needs to take medication during the camp day, we can be sure that your child self-medicates at the proper time. The staff is not able to dispense medication to a camper. In order for medications to be administered, we must receive a completed medical permission form, which is available at the Park District Office before camp begins. The medication must be delivered to the Camp Director EACH DAY.

Camp Staff can not allow children to share sunscreen unless they are siblings. PLEASE send each camper with a bottle of sunscreen with their name clearly labeled on each bottle on each day of camp if you wish your child to reapply throughout the day!

Camp Calendar/Newsletter

The camp calendar of activities and camp newsletter highlight special events and hopefully will remind you to send your child with certain items pertaining to the event.

Show & Tell

Look on the calendar for special Show & Tell Days every Tuesday. On these days, you may encourage your child to bring something special to share with the group. The item should be clearly marked with the child's full name. Preferably the item should not be fragile or valuable.

Splash Pad Days

Observe the camp calendar for White Water Canyon Splash Pad days, every Friday. Splash Pad days will take place once a week, weather permitting. On these days, please send your child dressed with his/her swimsuit under his/her clothes and with a beach towel. The swimsuits and towels must have the child's full name clearly marked on them for easy identification. Please send your child in an old pair of gym shoes or aqua socks to protect their feet. Gym shoes will get wet. Campers will only be using the splash pad at White Water Canyon.

Drop-off & Pick-up on these days will be at the sand volleyball court located just to the west of the Tony Bettenhausen Recreation Center. Campers will also enjoy an ice cream treat on Splash Pad days!

Snacks

A beverage is served to the campers daily. Please send along a snack for your camper each day (excluding Splash Pad days when ice cream is provided) with their name clearly marked on the item. If your child is having a birthday during the summer and you would like to send a special treat, feel free to do so and inform the counselors. Be sure the treat is easy to serve with minimal clean up and contains no tree nuts. Cubed watermelon is a great choice!

Hot Dog Days

The Park District provides all beef hot dogs every Wednesday for Hot Dog Day. The morning campers will eat at 11:15 a.m. and the afternoon campers will eat at 12:35 p.m. If your child can not eat hot dogs, please provide a bagged lunch or snack for your child.

Field Trips

- Tiny Tot Camp will be highlighted with special trips to places of interest and fun.
- All campers are required to wear their current camp T-shirt.
- Field Trip fees are separate from camp fees. Participants must pay for field trips by cash, check, credit card or money order.
- **Field Trip money must be turned in by the due date, June 3, 2011. MONEY WILL NOT BE ACCEPTED THE DAY OF THE TRIP.**
- Chaperones are encouraged to come (except in-house field trips), but they must also pay the Field Trip fee.
- *Camp will NOT be held for those not attending the field trips.*
- A.M. & P.M. classes will be attending the field trips together, except in-house field trips. Buses will depart from the Tony Bettenhausen Recreation Center Parking Lot.
- All participants (campers and chaperones) attending the field trips are required to ride the provided buses for transportation to and from the field trip destination. Those not riding the provided buses will not be allowed to attend the field trips as part of the Tinley Park-Park District Tot Camp group.
- **NEW!** The first week of each session's field trip will be done in-house! The fun filled day includes special treats, activities and camp visitors. A small fee is required and sign-up is done on the field trip permission form. We do not allow chaperones for in-house field trips and camp shirts are not required. Regular camp time applies. Pick-up and Drop-off will be at the regular time in the camper's room.

Health & Safety

If your child is ill or has a fever, we discourage their participation. Please do not send a camper who has any of the following the morning of camp: fever, diarrhea, vomiting, runny nose, pink eye, etc. If we are made aware of a contagious disease that was brought to camp, we will notify you as soon as possible such as chicken pox, strep throat, lice or pink eye, we will respect your confidentiality in reporting the illness. Please keep in mind, a signed doctor's note will be required for a camper to return to camp if they were out due to a contagious disease/illness.

If a child becomes ill during camp, a parent will be notified and asked to pick up the child. If a parent is unavailable, the emergency contact will be called. At the end of the camp day, you will be notified via Recreation Supervisor, Camp Director, Counselor or in writing of any medical problems that occurred at camp such as cut, bruise, sprain, etc.

We are working to provide a safe, entertaining, and educational summer for your child. We are confident that you will be pleased with our program, but should you have any questions or concerns regarding Camp, please feel free to call us at 342-4200. You may also stop in before or after camp to speak with the counselors, Camp Directors or Recreation Supervisor, thanks and have a great summer!