



TINLEY PARK- PARK DISTRICT PARENT HANDBOOK



2010



SUMMER DAY CAMP

CENTENNIAL PARK

7220-7800 West 167th St.

VOGT WOODS

6527 West 171st St.

ADMINISTRATION BUILDING

8125 West 171st ST., TINLEY PARK, ILLINOIS 60477

(708) 342-4200

OFFICE HOURS

FALL/WINTER

Monday-Friday: 7:00 a.m. - 10:00 p.m.

Saturday: 8:00 a.m. - 8:00 p.m.

Sunday: 8:00 a.m. - 5:00 p.m.

MEMORIAL DAY-LABOR DAY

Monday-Friday: 7:00 a.m. - 9:00 p.m.

Saturday: 8:00 a.m. - 5:00 p.m.

Sunday: 8:00 a.m. - 4:00 p.m.

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 Day 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 Day Camp will offer a program that will provide each camper with the opportunity to:

1. Learn how to work and play as a member of a group without sacrificing his/her individuality.
2. Develop healthy habits, a sense of fair play, and a respect for equipment and property.
3. Develop an appreciation of nature and its beauty.
4. Participate in wholesome and creative play in a setting which will insure the health and safety of the camper.

About the Staff

A highly qualified and experienced adult director supervises each camp. Counselors at each camp are a mixture of mature and enthusiastic adults, 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 10. Each campsite will have its own orientation time. Below is the schedule:

Thursday, June 10

6:45 p.m.-Tiny Tot Camp Parents/Guardians

7:30 p.m.-Vogt Woods Parents/Guardians

8:15 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 handiwipes to camp each day. Sunscreen may not be shared except by siblings.

Day 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** unless the camper has camp staff written permission to bring such items from 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.

Release Procedure-Parent Sign-Out

A parent sign-out procedure has been established at each campsite. **SIGN OUT IS REQUIRED at the end of EACH day.** At the closing of each day, your child will sit in his/her group and the guardian must walk over to the group to pick up their child. This is when you will sign out. Your child will not be released if this procedure is not followed. Walkers/Bike riders will be released at 3:00pm.

Your child will not be allowed to leave camp with anyone not listed on the Emergency Information Form. All information is kept confidential.

If your child will be arriving to camp late or departing early please inform the Day Camp Director by a written letter and arrangements will be set with your child's counselor. If someone else will be picking up your child, please inform the Camp Director in a written letter (name must appear on Emergency/Information Form). They will then note this in the sign-out book. If you need to speak with a counselor, please wait until the entire group has been dismissed.

IT IS IMPORTANT TO READ THE FOLLOWING DETAILED INFORMATION CONCERNING DAY CAMP.

DAY CAMP INFORMATION

Arrival/Departure

Day Camp begins at 9:00 a.m. and ends at 3:00 p.m. Tinley Park-Park District does not supply transportation. Please do not drop your child off before the starting time (supervision begins at 9:00 a.m.) and be prompt when picking your child up after camp each day. You will be required to sign your child out at the end of each day. Any child not picked-up by 3:10 p.m. will be charged a late fee.

Camp Calendar/Newsletter

The day camp calendar will be available at Parent Orientation. The calendar highlights theme weeks and days, special events, swim days and field trips. Hopefully, this will remind you to send your child with certain items pertaining to the event. Weekly newsletters will be sent home once camp begins.

Parking -Vogt Woods

Drop-off will be at 9:00 a.m. and pick-up will be at 3:00 p.m. Please DO NOT drop off your child earlier than 9:00 a.m. and please be prompt when picking up your child at 3:00 p.m. Parking is available along the streets bordering the park.

Parking - Centennial Park

Drop-off will be at 9:00 a.m. and pick-up will be at 3:00 p.m. Please DO NOT drop off your child earlier than 9:00 a.m. and please be prompt when picking your child up at 3:00 p.m. Because parking is so limited in this area, we need to keep the traffic moving. ***Please do not park behind other cars when picking up your child.*** Parking is also available at 167th and Parliament.

Lunches

Each camper should bring a sack lunch each day with his/her name printed on the outside of the bag. Please have your child bring a drink in a non-breakable, disposable container. Lunches may not be refrigerated. A suggestion is to freeze a juice box and put it in your child’s lunch bag; it will serve a dual purpose of keeping both the lunch and drink cold. Water fountains are located at all parks. **We strongly recommend sending a refillable water bottle with the child’s name clearly marked on it each camp day.**

Hot Dog Days

The Park District provides grilled hot dogs every Friday for Hot Dog Day. Please send chips and a drink with your child on this day. If your camper does not eat hot dogs, please send a regular lunch. Hot Dog day will take place at McCarthy Park (concession stand will be open) for all camp sites unless inclement weather occurs. If inclement weather occurs, camps will have hot dog day at their home site.

Swimming

Swimming takes place on Fridays from 9:30 a.m. - 11:30 a.m. at the park district’s White Water Canyon Water Park. A full staff of Star Guard certified lifeguards, as well as the camp counselors, will be on duty to provide supervision and enforce the water park rules. Please send your child with a swimsuit and a towel marked with his/her name. Campers from Vogt Woods will be shuttled via school bus to the water park. Campers from Centennial Park will walk to the water park. All campers will walk to McCarthy Park for hot dog day after swimming. Vogt Woods’s campers will then be shuttled back to their camp site for dismissal.

Severe Weather Facility

In cases of severe weather conditions: Thunderstorm, Lightning, Tornado Watch and/or Warning, the following facilities will be used:

DAY CAMP SITE

Centennial Park

Vogt Woods

FACILITY

McCarthy Rec. Bldg.

(16801 S. 80th Ave.)

Vogt Woods Building

(6527 W. 171st St.)

*Camp will proceed with normal activities during all other weather conditions. Please call 342-4200 for inclement weather and general Day Camp information.

Day Camp Attendance

We all should realize that there will be days in the summer when temperature and/or humidity will be extreme and rain may be heavy. The decision whether your child should attend camp is yours to make. No refunds granted.

Field Trips

PLEASE READ CAREFULLY!

- Day Camp will be highlighted with special field trips to places of interest and fun.
- All campers are **required** to wear their current camp T-shirts on all field trips. Any camper who comes to camp without their camp shirt will be billed \$10.00 and a new t-shirt will be issued to them.
- You may send money along on field trip for souvenirs and other items. However, all campers are responsible to hold their own money; counselors will not hold it for them.
- **Camp will NOT be held for those not attending the field trips.**

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.**

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 Day 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!