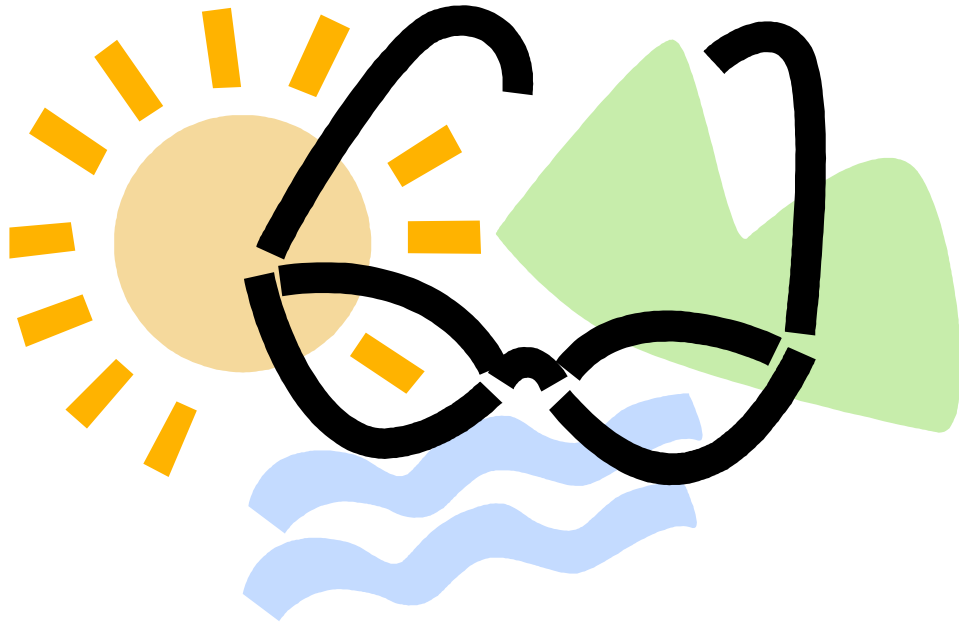


TINLEY PARK-PARK DISTRICT PARENT/TEEN HANDBOOK



TEEN SUMMER CAMP 2018

Bettenhausen Recreation Center
8125 West 171st Street, Tinley Park, Illinois, 60477

(708) 342-4200

www.tinleyparkdistrict.org



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 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 Teen 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

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. Camp shirts will be passed out at Orientation on a first come-first served basis. If you do not come to the orientation, camp shirts will be picked-up at the campers' site the first week of the session they are enrolled in. Orientation for all camps will be held at the Bettenhausen Recreation Center, 8125 West 171st Street. Each campsite will have its own orientation time. Below is the schedule, **campers are welcome to attend:**

Thursday, June 7

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

7:00 p.m.-Teen Camp Parents/Guardians

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

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

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:

- 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 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.

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. Camp T-shirts will be handed out on the first day of Teen Camp. They must wear their T-shirts when attending field trips. Tote bags will be available for purchase at the Park District Office for \$8.

Clothing

Campers should wear jeans or shorts, camp and other T-shirts, socks and tennis shoes. We ask that the campers 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

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

Camp Discipline

In order to provide a safe and effective 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/or 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:

- We expect all Staff to be respected by campers. This includes, but not limited to: refrain from backtalk to staff, following directions given, no raising voice to staff, no swearing/comments made about staff or fellow campers etc.
- 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. Bullying behavior will not be tolerated. This includes, but not limited to: teasing, name calling, excluding, physical or verbal taunts etc.
- Campers will demonstrate good sportsmanship while participating in any activity.
- Campers will participate in activities.
- Campers are to inform a staff member when being disturbed or taunted by other campers. If staff do not know something is occurring, we cannot work to stop it. Just because staff is in the general area, does not mean they saw/heard what was done all around them.
- Fighting, **the use of offensive language**, or any other demonstration of inappropriate behavior will not be tolerated under any circumstances. **Campers will be sent home for any physical/verbal threats/taunts/offensive language, there will be ZERO tolerance for this behavior.**
- **Campers are expected to leave Cell phones away for the duration of the camp day.** If you need to reach your camper, please call the camp cell phone at 708-295-6095 or the Main facility at 708-342-4200. If campers are on their phone it will be confiscated and returned to parents at the end of the camp day. Repeat offenders will be removed from the camp program.
- Campers who bring weapons, alcohol, drugs, lighters or other fire devices or other illegal/dangerous items (i.e. fireworks) to camp will be immediately dismissed from camp and the police will be notified. No refunds will be granted.
- 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.

Removal From Camp: We want camp to be a fun experience for all involved. If a camper is continually disruptive, disrespectful etc. they will be sent home. If we need to send a camper home more than 3 times your camper will be removed from camp without a refund granted. We expect campers to follow the camp rules and be courteous, kind and be a positive member of camp. Negative and disruptive behaviors can alter the entire camp dynamic and are a distraction to everyone; not just those involved.

Release Procedure Sign-Out

SIGN OUT IS REQUIRED at the end of EACH day, unless written permission is given to the camp counselors/Recreation Supervisor to release campers at 3:00pm. The camper must sign out with a counselor before leaving. Teen Camp pick-up/drop-off will be at the Pit Stop inside the Tony Bettenhausen Recreation Center. If your camper will not be at camp, you must call 708-342-4213 and inform the Recreation Supervisor before 8:45am. **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 Camp Director/Recreation Supervisor by a written letter and arrangements will be set with the teen camp staff. 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.

Teen Camp Rules and Regulation:

- Campers are expected to be at camp from 9a.m. to 3p.m. every camp day.
- **CELL PHONES ARE NOT ALLOWED DURING CAMP HOURS.** While we understand that cell phones are a necessity, they are not allowed to be on or out during camp hours. If a camper is caught with a cell phone, it will be confiscated and given back when the parents pick the child up. *If you need to reach your camper throughout the day, please call the Teen Camp phone at 708-295-6095.*
- Please bring drinks for lunch time; campers will be allowed to purchase drinks from the pop machines in the Recreation Center during camp hours, however we can not guarantee vending machines will be working/available.
- **ENERGY DRINKS ARE NOT ALLOWED AT CAMP**
- The game room is only available when given special permission by the counselors.
- Campers will only be allowed in the skate park if they have their own skate boards or roller blades. Campers must adhere to all skate park rules.
- MP3, CD, other music devices and hand held game systems are not allowed during regular camp days, but may be brought for bus rides. However, it is at the camper's risk. Staff is not responsible for lost or stolen players. It is recommended to leave these items at home.
- During bus rides to field trips, the campers will be seated at the staff's discretion.
- **THE PARK DISTRICT IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN GOODS.**

Dress Code:

- Shorts need to be fingertip length.
- No holes above the mid-thigh.
- All tank tops need to have thick straps. Spaghetti straps, tube tops, and halters will not be allowed in camp.
- All apparel may not have inappropriate language, graphics or advertisements on them.
- Camp shirts must be worn on ALL field trips!
- *We reserve the right to send any camper home to change if not appropriately dressed*

Swim Days:

- **ALL TEENS WILL FOLLOW THE WATER PARK RULES.** Any teen breaking the water park rules will be sitting out the rest of the day, and parents will be notified.
- Teens swimming on swim days must wear bathing suits. Boys swim trunks must have a liner—boxers with board shorts are not allowed. Girls must have bathing suits on and are not allowed to just swim in clothes. They may keep clothes on over their bathing suits if they wish when not swimming.
- Floaties, inner tubes, and noodles are not permitted. Diving toys and squishy balls are allowed in the park.
- No outside food or drink is allowed in the park. If campers want snacks from the concession stand, they may bring money for it.

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.**

Lunch

Please pack a lunch daily. We will, on occasion, allow campers to walk to the shops on 171st & 80th ave. This will not be allowed on a daily basis. The newsletters will inform you on when we will be walking to the shops or McCarthy Park. There are beverage vending machines at the Recreation Center that can be used on a daily basis. Reusable water bottles are recommended 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.

Look for detailed trip information in the camp newsletter sent home the first Monday of each session. Call if you have any questions. Current teen camp shirt must be worn on each trip; extra money is allowed to purchase additional items.

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 Teen 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!

BEHAVIOR CONTRACT

At the Teen Camp, we practice the *three strikes and you're out policy*. If a camper breaks a rule the first time they will get a warning. If behavior continues, a time-out will be used. Continued disruptive behavior will result in lose of privileges (up to and including swim days or field trips), and the parents will be notified. If the camper continues to break the rules, the campers will be required to meet with camp staff and parents to discuss the behaviors.

Rules include those listed in manual, including:

- **No profanity** or disrespectful comments towards staff, campers or in general
- Respect of other campers, staff, property and belongings
- No physical actions, or **threat of physical** actions in any way
- Cell phones will be **kept away at all times** during camp hours
- Participation in activities is expected, campers may not continually sit out. If this becomes a problem, campers will be sent home.

These rules will strictly be enforced to guarantee each teen has a fun, interactive, positive environment where they feel free to experience new things and make lifelong friends. I fully understand these rules and understand the consequences of my actions should I break one.

X _____
Camper Signature

Date _____

X _____
Parent Signature

Date _____

Tinley Park Teen Camp McCarthy Park & Misc. Walking Permission Slip

The Teen Camp will be walking to McCarthy Park periodically during camp. The campers are allowed to bring with them skateboards or rollerblades for the skate park, money for batting cage tokens and food, and any sports equipment they wish. Campers will enter the skate park and batting cages **AT THEIR OWN RISK**. *On occasion, Teen Camp will walk to Jimmy John's, Plush Horse or other stores in the strip mall located on the corner of 171st and 80th Ave. Typically these would be days when the group is already walking over to McCarthy Park. Please complete this form if you allow your camper to walk with their counselors to the strip mall for lunch and/or treats.*

I give my permission for my son/daughter, _____ to walk to McCarthy Park and or various stores located at 171st & 80th Ave every week with the Teen Camp. I understand that entering the skate park or batting cages poses a potential risk for injury.

X _____
Parent Signature

Date _____

Tinley Park-Park District Summer Teen Camp Swimming/Field Trip Permission Slip

The following is a general permission slip for Swim Days and Field Trips. By filling out this form, you give your child permission to attend the swim days and field trips. Additional information regarding the field trip will be in the weekly newsletter. By completing this form, you also give permission to Tinley Park-Park District staff to transport campers to and from the pool and field trip destinations.

DESTINATION

White Water Canyon Water Park

Swim Time: 11:30 a.m.-2:45 p.m.

The Tinley Park-Park District Summer Camp will swim when weather is favorable on Wednesday (or other day weather permitting). We will not swim if staffing numbers fall below minimum requirements for swimming or if the Water Park Staff deem swimming conditions unsafe.

Field Trips

The Tinley Park-Park District will host 1 field trip for the Camp each week. We will only attend these field trips if weather and staffing conditions allow for a safe time. Travel will be provided on school buses or other approved vehicles. More detailed information about our field trips will be available at the start of summer camp in the weekly newsletters. Some trips might have early drop-off or late pick-ups. You will be notified of any deviation from the regular camp time.

Camper Name: _____

Camper Name: _____

Main Contact in case of Emergency: _____ Phone: _____

I, the undersigned, assume all responsibility for risks and hazards incidental to participation in the Tinley Park- Park District Camp Swim Days and Field Trip Days.

I assume all responsibility for the behavior of my child and grant the Tinley Park-Park District personnel permission to discipline my child for any misbehavior.

I do not hold the Tinley Park-Park District and personnel responsible for any injuries or accidents of any kind, or loss of personal property.

I grant permission to the trip director to authorize and obtain medical care in case of emergency when neither parent nor guardian can be contacted to grant authorization for emergency treatment.

Signature of Parent/Guardian

Date

Camper Emergency Form

Camper's Name: _____ Age: _____ Grade 2018-2019: _____

Camper's Name: _____ Age: _____ Grade 2018-2019: _____

Camper's Name: _____ Age: _____ Grade 2018-2019: _____

Address: _____

Parent's Name: _____ Home Phone: _____

Employment: _____ Work Phone: _____

Cell Phone: _____ Allowed to pick-up camper(s): YES NO

Parent's Name: _____ Home Phone: _____

Employment: _____ Work Phone: _____

Cell Phone: _____ Allowed to pick-up camper(s): YES NO

Non-parent Emergency Contact: _____ Phone: _____

Non-parent Emergency Contact: _____ Phone: _____

PARENT MANUAL:

The parent manual will be given out at time of registration, please initial here that you received your manual, will read the manual and call if you have any questions: _____

What Camp is your child attending? Tiny Tot McCarthy Park Vogt Woods Teen Camp

Is the Camper in extended camp? YES NO If yes, what session? SUNRISE SUNSET

***McCarthy Park campsite only*

Will your child be taking any medication during camp hours (includes inhalers)? YES** NO

***If Yes, a Medical Authorization Form must be completed and attached! Storage instructions, name and number of physician and original medication bottles must be used. Camp staff will contact you prior to the start of camp to discuss medications at camp.*

Are your child's immunizations current? YES NO

Is there any special considerations or needs that may come up at camp, including allergies, special schooling, etc.?

(OVER)

Please list any past medical treatment that camp staff should be made aware of:

Name of Child's Physician: _____ Phone: _____

In case of an emergency, do you have preference for what hospital child is taken to?

I allow camp staff to assist my camper in applying sun screen YES NO
**campers are responsible to bring sunscreen from home, we cannot allow campers to borrow sunscreen, please make sure a bottle of sunscreen is brought each camp day with your name clearly marked on it.*

ARRIVAL & DEPARTURE INFORMATION

Staff will only allow those listed below, along with parents, to pick up your child. Our staff may request proof of identification for the safety of your child. If someone other than the persons listed below will be picking up your child, you must turn in a note for the day in question. The safety of your child is our utmost priority and we thank you in advance for your full cooperation.

How will your child be arriving/departing camp? Please circle which apply.

Arriving	Departing
Dropped off	Picked Up
Walking/Bike	Walking/Bike

****If your child will be walking & picked-up/dropped-off a note needs to be turned in with what days the camper will be walking. Any changes need to be done in writing.**

Please remember that at least 2 contacts should be able to arrive at camp and pick-up your child in an emergency within 60 minutes. **The following people are allowed to pick-up my child(ren).**

1. Name: _____ Relationship to Child _____
Phone: _____ Address: _____

2. Name: _____ Relationship to Child _____
Phone: _____ Address: _____

3. Name: _____ Relationship to Child _____
Phone: _____ Address: _____

4. Name: _____ Relationship to Child _____
Phone: _____ Address: _____

5. Name: _____ Relationship to Child _____
Phone: _____ Address: _____

Teen Camp	Monday	What's Cooking Tuesday	Wednesday	Field Trip Thursdays	Friday
June 11-15	C	Sundaes	Swim Day Hot dog lunch	Navy Pier	Mysteries and Mayhem
June 18-22	A	Monster Bark	Swim Day Hot dog lunch	Museum of Science & Industry	Teen Camp Olympics
June 25-29	M	Mexican Street Corn	Swim Day Hot dog lunch	Lincoln Park zoo	The Goonies Adventure
July 2-6	P	Walking Tacos	NO CAMP, HAPPY 4 TH OF JULY!	Enchanted Castle *lunch included	Swim Day Hot dog lunch
July 9-13		Cupcake Cones	Swim Day Hot dog lunch	Medieval Times	Science Exploration
July 16-20	F	Baked Quesadillas	Swim Day Hot dog lunch	Waterfall Glen & Picnic	Color Wars
July 23-27	U	Totchos	Windy City Thunderbolst Field Trip	Swim Day Hot dog lunch	Minute-to-win-it
July 30-August 3	N	Ice Cream Waffle Sandwiches	Swim Day Hot dog lunch	Movie & Lunch at Golden Corral	Camper's Favorites