



TINLEY PARK- PARK DISTRICT PARENT HANDBOOK

2019

**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. 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/passed-out 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 6

- 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

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. **Only those listed on the Emergency form will be allowed to pick up the camper from camp, no exceptions will be made to this rule. ID's will be mandatory and you should let contacts know this.**

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

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 during the first week of camp. They **must** wear their T-shirts when attending field trips.

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

Please make sure your camper comes to camp already sun screened. We will re-apply throughout the camp day. It is recommended that your child bring sunscreen and handiwipes to camp each day. Sunscreen may not be shared except by siblings. Anti-bacterial gel is available at the camp site.

Camp Behavior Policy

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 will be immediately sent home for any physical/verbal threats/taunts/offensive language or other items deemed unsafe by staff management, there will be ZERO tolerance for this behavior. Any physical actions taken by a camper toward a fellow camper, staff or property will result in a minimum of one day removal from the camp program.**

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 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 follow the rules of the camp group, failure to abide by the rules/instructions of the camp staff could result in the camper being sent home. This includes, but not limited to: refusing to move when the camp group moves, intentional property destruction, bullying behaviors 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 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 2 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 immediately involved.

TINY TOT INFORMATION

Arrival/Departure

Two sessions of Tiny Tot Camp are offered: 9:15 a.m. - 11:45 a.m. or 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, between 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. A parent sign-out procedure has been established at each campsite. **SIGN OUT IS REQUIRED at the end of EACH day.** Your child will not be allowed to leave camp with anyone not listed on the Emergency Information Form, an ID will be asked to be shown for pick-up. All information is kept confidential.

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 counselors. Upon arrival, you must accompany your child to the classroom entrance or where the campers are located.

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 cannot 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.

Splash Pad Days

White Water Canyon Splash Pad days occur every Friday, 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. Campers will also enjoy an ice cream treat on Splash Pad days

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.

Snacks

Campers should bring their own snack daily, please make sure the item is clearly marked with your campers' name and please let staff know they brought a snack. 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 peanuts or tree nuts. Items should be individually wrapped unless you send in fruit or veggies, cubed watermelon is a great choice! Water is always available. We recommend a reusable water bottle be brought in daily.

On occasion we will make a snack for the campers. Items will be listed on the newsletter, if you prefer your camper to have their own snack, please bring it in.

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.
- All field trips fees are included in the regular camp fee.
- *Camp will NOT be held for those not attending the field trips.*
- A.M. & P.M. classes will be attending the field trips during their regularly scheduled class time.
- All participants 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.
- Please make sure to arrive promptly for field trips as we need to leave on-time and cannot wait for late campers.

Health, Wellness & 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 illness 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, and Counselor or in writing of any medical problems that occurred at camp such as cut, bruise, sprain, etc.

All campers must be toilet trained by the start of summer camp. Camp staff cannot assist campers in changing clothes. If the need arises, you will be called to come in and assist. Please send in a back-up change of clothing in case of emergencies.

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 Site Director or Recreation Supervisor, thanks and have a great summer.

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

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/NON-PARENT EMERGENCY CONTACTS

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: _____

Tinley Park-Park District Summer 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: 9:30-11:45a.m. or 12:30-2:45 p.m.

The Tinley Park-Park District Summer Camp will swim when weather is favorable on Fridays. 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 field trip during camp. We will only attend these field trips if weather and staffing conditions allow for a safe time. Travel will be provided on school buses. More detailed information about our field trips will be available at the start of summer camp in the weekly newsletters. 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 Day 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

Tot Camp	Monday	Tuesday	Wednesday	Thursday	Friday
June 10-14	Catch A Rainbow <i>**Get ready for a colorful start to Summer Camp!**</i>			<u>Special Event</u> PJ Party	Swim Day
June 17-21	Tropical Adventures <i>**Feel the warm winds blow as we catch a wave to somewhere fun!**</i>			<u>In-House Visitor</u> Barefoot Hawaiian Hula Lessons	Swim Day
June 24-28	Howdy Partners! <i>**Yippee Kay Yea, we are off to do some Horses' Around!**</i>			<u>Field Trip</u> The Farm	Swim Day
July 1-5	Lemonade Stand <i>**Let's Pretend and use our imaginations, where will it take us?**</i>			No Camp, Happy 4th of July!	Swim Day
July 8-12 *start of 2 nd session	Is Your Mamma A Llama? <i>**books will take us everywhere**</i>			<u>Special Event</u> Teddy Bear Picnic	Swim Day
July 15-19	Hocus Pocus <i>**Magical mayhem, and super science combine for a fun filled week**</i>			<u>In-House Visitor</u> Magic Show	Swim Day
July 22-26	Outdoor Playlab <i>**Explore the natural world around us **</i>			<u>Field Trip</u> Kids Works	Swim Day
July 29-August 2	Mystery Week <i>**Some exciting things are planned this week, can you guess what?**</i>			<u>Camp Carnival!</u>	Swim Day