



TINLEY PARK- PARK DISTRICT PARENT HANDBOOK



2019

**SUMMER
DAY CAMP**



VOGT WOODS
6527 West 171st St.

ADMINISTRATION BUILDING

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

Camp Cell Phone-8:30am-3:30pm: 708-295-6094

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

Table of Contents:

General Information	Page 3-4
Camper Expectations & Discipline Procedures	Page 4-5
Release Procedure & Sign-Out	Page 5
Arrival & Departure	Page 5-6
Calendar & Newsletters	Page 6
Parking-Vogt	Page 6
Lunches	Page 6
Swimming	Page 6
Severe Weather	Page 7
Attendance	Page 7
Field Trips	Page 7
Medications	Page 7-8
Health & Safety	Page 8

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:

- 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 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. If your child should lose any belongings, please feel free to look through the Lost & Found area. At the end of each camp session, all lost articles will be placed in the administration office for one week.

Sunscreen, Bug Spray & Wipes

It is recommended that your child bring sunscreen, bug spray and handiwipes to camp each day. Sunscreen may not be shared except by siblings. Staff will assist with applying sun screen if the Emergency Form indicates they can help. Campers will be reminded to re-apply frequently, Spray sun screen is often easier for campers to apply then cream. Hand sanitizer is made available to all camp sites. If you wish your camper to wear bug spray, please send it in.

Day 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 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 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 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 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 708-295-6094 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 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.

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. Please be advised, we may ask for ID from anyone picking up your camper at any time.

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.

A camper arriving after drop-off is over is required to be walked to their group by parent/guardian and signed-in. We will not allow campers to be dropped off and walk to their groups unaccompanied. Sites are large and we cannot guarantee where groups will be at any one time.

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. If you are more than 15 minutes late picking up your camper you will be charged \$1.00 per minute late and this fee will be added on to your household account at the Recreation Center. Full payment of late payments will need to be made before you can enroll in any further programs through the Tinley Park-Park District.

If your camper is arriving late/leaving early please plan enough time to be able to walk to locate your campers for dismissal/sign-in. Vogt Woods utilizes a large area and your camper may be located away

from the main building. It is always helpful to provide staff a written note of any variance of arrival and departure times so we can better inform you where we will most likely be at the needed time.

Camp Calendar/Newsletter

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. Look for the newsletters to go home typically on Fridays beginning week one. Newsletters will be sent home on Monday of week 1 and 5. Additional newsletters throughout the summer are sent home with your camper.

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. **Please do not use the handicapped spaces unless you are approved to do so with a handicap license plate or placard.**

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 container. Lunches are not be refrigerated and will be kept with the campers until lunch time. 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.** If your child has special dietary restrictions, please send in lunch daily.

Swimming

Swimming takes place on Fridays from 9:15am – 2:30pm at the park district's White Water Canyon Water Park as well as select Tuesdays from 11:45am-2:15pm. 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 on prior to arriving at camp, make sure his/her name is on all items brought to camp. Campers from Vogt Woods will be shuttled via school bus to the water park. Campers from McCarthy Park will walk to the water park. On Fridays all campers will exit the pool at 11:15am for lunch and a swim break. The campers will re-enter the pool at 11:50am for an afternoon of swimming. On Tuesdays, campers will eat prior to entering the pool. McCarthy Park will walk back to their camp site for dismissal while Vogt Woods's campers will be shuttled back to their site for dismissal.

Anyone dropping off or picking up a camper after the camp has entered the pool will need to enter the pool and seek out camp staff. Campers may not be dropped off without a parent/guardian signing them in/out with their proper camp group staff.

Swim Testing: Campers will be required to pass a swim test in order to go off the drop slide or diving board. The swim test consists of campers swimming the length of the 3-5' section, along the lane line of the deep pool, without stopping/struggling. White Water Canyon lifeguards administer the test. Campers only need to pass the test once to be issued a swim bracelet allowing them access to the drop slide and diving board. If a camper does not pass, they can re-try the test the next swim day. Camp Counselors will bring their group to the testing area and record to passes the test.

Staff Supervision: Camp staff work a rotating shift around the White Water Canyon Waterpark during swim time. Staff assigned to the youngest camp group will remain in the zero depth area for the duration of swim time. Staff are located throughout the facility as well as in the concession stand, locker room area, zero depth pool area and on the black line in the pool. Any camper who opts to wear a life vest will be in the zero depth area and monitored by the staff assigned there. All campers will remain in arms reach of a staff if they are wearing a life vest as per pool rules and will not be allowed in lazy river or water slides.

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

McCarthy

Vogt Woods

FACILITY

McCarthy Recreation 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 current 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.
- Please see Camp calendar for field trips and look for details on the camp newsletters.
- If a lunch is included and your camper has dietary restrictions, please send along their own lunch. We cannot substitute provided lunches.
- **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**. This includes inhalers and auto-injectors.

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 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, 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.

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!

Camper Emergency Form

Camper's Name: _____ Age: _____ grade 2019-2020: _____

Camper's Name: _____ Age: _____ grade 2019-2020: _____

Camper's Name: _____ Age: _____ grade 2019-2020: _____

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, other than 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

The Tinley Park-Park District Summer Camp will swim when weather is favorable on Fridays and select Tuesdays. We will not swim if staffing numbers fall below minimum requirements for swimming or if the Water Park Staff deem swimming conditions unsafe. Transportation to the waterpark is as follows: Vogt Woods will take school buses to and from the pool; McCarthy Park will walk to and from the pool.

Field Trips

The Tinley Park-Park District will host field trips for the Camp throughout the summer. 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. 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 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

Vogt Woods	Monday	Tuesday	Wednesday	Thursday	Friday
June 10-14	We are all Wonders	Swim	Pirates of the Park	Juggle of Fun! *special visitor*	Swim Day
June 17-21	Finding Bigfoot	Star Wars: The Camp Awakens	FIELD TRIP Santa's Village Azoosment Park	PJ Party	Swim Day
June 24-28	Outdoor Playlab	Swim	Summer School	<i>In-House Field Trip</i> Movie Field Day Vogt Woods! Hot-Dog cook-out	Swim Day
July 1-5	Color Wars		FIELD TRIP Orland Bowl *lunch included	No Camp, Happy 4 th of July!!	Swim Day
July 8-12 *start of 2 nd Session*	3,2,1 Blast Off!	Swim	Land of the Lost	FIELD TRIP Lincoln Park Zoo	Swim Day
July 15-19	Around the World in 5 Days			FIELD TRIP Enchanted Castle *lunch included	Swim Day
July 22-26	Spice it up!	Swim	Gold Rush	FIELD TRIP Field Museum	Swim Day
July 29-August 2	Mestival Festival	Take a Shark Bite out of Summer	BEST OF THE BEST	<i>In-House Field Trip</i> Summer Carnival "Inflatable Day!" Hot Dog cook-out	Swim Day