TINLEY PARK- PARK DISTRICT
PARENT HANDBOOK

TEEN CAMP
2020

Bettenhausen Recreation Center
8125 West 171st Street, Tinley Park, Illinois, 60477
(708) 342-4200
www.tinleyparkdistrict.org

Camp Cell Phone-8:30am-3:30pm: 708-295-6095
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

Camp Vision
It is our hope that the Tinley Park-Park District Summer Camp will offer a program that will provide each camper with the opportunity to build confidence, independence, social skills, environment appreciation, and promote collective responsibility while fostering a sense of community.

Camp Mission
Our summer camps are intentionally planned to enrich the lives of its campers by providing a fun and unique community based experience while implementing opportunities for exciting recreational and creative programming in a safe, inclusive and friendly 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 4**
- 6:30 p.m.-Camp Firefly and Camp Little Sprouts Parents/Guardians (Brickyard Room)
- 7:00 p.m.-Teen Camp Parents/Guardians (Pit Stop Teen Center)
- 7:15 p.m.-Vogt Woods Parents/Guardians (Brickyard Room)
- 8:00 p.m.-McCarthy Park Parents/Guardians (Brickyard Room)

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 an emailed camp questionnaire, please take a few moments to fill it out; 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 assigned orientation time for your site, your camper will get their T-shirt during the first week of the camp session they are enrolled in. They **must** wear their T-shirts when attending field trips. Failure to wear your current camp shirt will require you to purchase a new one at the camp site for a fee of $8.00. These will be handed out by camp staff before we depart on the trip. We cannot guarantee what size the shirt will be, we try our best to have a variety of sizes available.

Clothing
Campers are outside majority of everyday and should be dressed weather appropriately. 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. Please do not allow campers to wear sandals or flip flops to camp. It is also suggested that your child wear a cap or hat for protection against the sun. Clothing must be free of any inappropriate items including alcohol, weapons, offensive or intimidating language or graphics. Tops must cover torso at all times, including while participating in activities. If an item is deemed inappropriate you will have the option to bring the camper a change of clothes or we can provide a camp shirt to be worn for the day. **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.

**Participation**
Positive camper participation is expected. The Staff will plan a wide variety of games and activities that vary daily/weekly. We expect campers to play games and actively participate in a positive way. Refusal to play games can contribute to an overall negative impact on campers and staff in the program and cause disruption that has lasting impact on all involved. **Failure to participate will result in phone calls home to have parents help camp staff communicate importance of participation with their camper and continued failure to participate, could lead to removal from camp.**

**Cell Phones**
Cell Phones are not allowed to be used during camp hours. We ask all Cell Phones and electronics to be put away for the duration of the camp day. **Cell Phones are NOT allowed at camp. If you need to reach camp, please call the camp phone at 708-295-6095.**

**Camp Discipline**
We want everyone to be happy and positive at camp while playing, making friends and learning new things. However, sometimes inappropriate behaviors can complicate the camp dynamic. In order to provide a safe and effective camp program for your child, certain rules have been established and MUST be followed. We believe a camp staff member’s role is that of a strong leader, helping children grow toward self-discipline. We use cool down time as a means of allowing the child to calm down so we may talk to them.

However, disciplinary action will be taken if rules are ignored or repeated 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 for the day. If upon return the behaviors continue, the child may be removed from camp.

**Physical/Threatening/Offensive Language by a Camper**
Campers will be immediately sent home for any physical/verbal threats/taunts/offensive language or other items deemed unsafe by staff, 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. Even if the camper feels they are defending themselves, there is no tolerance of physical altercations at camp.

Campers should adhere to the following:
• We expect all Staff to be respected by campers. This includes, but not limited to: listening and following directions, refrain from backtalk to staff, following directions given, no raising voice to staff, no swearing/comments made about staff or fellow campers, no name calling etc.
• 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 participate in activities and demonstrate good sportsmanship while participating in any activity.  
• 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.
• **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 or threaten to 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, animals, personal sports equipment or toy weapons 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, hand-held games, trading cards etc.

**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 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.

**Swimming**

Swimming will typically take place on Wednesday 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. Campers must be in swim suits to enter the pool.

Anyone dropping off or picking up a camper after the camp has entered the pool will need to enter the pool and seek out their camper’s camp staff. Campers may not be dropped off without a parent/guardian signing them in/out with their proper camp group staff.
Staff Supervision: The general public will be at the pool at the same time as camp. Camp staff rotate around the White Water Canyon Waterpark during swim time. Staff are moving throughout the facility as well as in the concession stand, locker room/gate area, zero depth pool area, deeper water swim area.

Camp Communication
Tinley Park Summer Camp utilizes Class Dojo for communication. At parent orientation you will be given a code to log onto your child’s camp site. We will issue one code per campsite, so multiple children will only have 1 code. We will post photos, camp calendars, weekly reminders, field trip updates etc. to Class Dojo so please make sure and establish your connection. If you are not at Parent Orientation, your code sheet will be handed out at camp.

You will also be able to quickly communicate with your camp Site Leader or Recreation Supervisor with messaging on Class Dojo.

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!

Activities
Look for detailed trip/scheduled activity information in the camp newsletter sent through Class Dojo. Please call if you have any questions. Current teen camp shirt must be worn on each trip; extra money is allowed to purchase additional items.

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, and 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 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 expect campers to be positive members of the camp community. If a camper breaks a rule we will issue warnings, cool down time, etc. If behavior continues, a time-out/talk 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 will be shown to other campers, staff, property and belongings
- No physical actions, or **threat of physical** actions in any way will occur
- 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 not adhere to expectations.

X_________________________________________  Date____________________
Camper Signature

X_________________________________________  Date____________________
Parent Signature

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 corners 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_________________________________________  Date____________________
Parent Signature
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 field trips during 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 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 in fall: ______

Camper’s Name: ___________________________ Age: ______ grade in fall: ______

Camper’s Name: ___________________________ Age: ______ grade in fall: ______

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 if needed.

Is there any special considerations or needs that may come up at camp, including allergies, special schooling, behavior concerns, medical diagnosis, school accommodations, etc. that camp should be made aware of etc.?  

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

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

_______________________________________________________________________________________
_______________________________________________________________________________________

Name of Child’s Physician: ___________________________ Phone: _____________________________

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. Sunscreen is typically reapplied 2 times in the course of the camp day as well as at extended camp. We recommend a swim shirt for those campers who may burn easily while at the pool.

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 written 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
Dropped off
Walking/Bike

Departing
Picked Up
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: ______________________________________
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<tr>
<th>Teen Camp</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Field Trip Thursdays</th>
<th>Fun Friday</th>
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<tr>
<td>June 8-12</td>
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<td>Swim Day Hot dog lunch</td>
<td>Fleetwood Roller Rink</td>
<td>Mysteries and Mayhem</td>
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<td>*lunch provided</td>
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<td>June 15-19</td>
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<td>Swim Day Hot dog lunch</td>
<td>Haunted Trails</td>
<td>Minute To Win It</td>
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<td>June 22-26</td>
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<td>Swim Day Hot dog lunch</td>
<td>Lake Katherine &amp; Palos Pool</td>
<td>The Goonies Adventure</td>
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<td>June 29-July 2</td>
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<td>Swim Day Hot dog lunch</td>
<td>Lazer X *lunch provided</td>
<td>Shark Week</td>
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<td>July 6-10</td>
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<td>Swim Day Hot dog lunch</td>
<td>Lincoln Park Zoo</td>
<td>Science Exploration</td>
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<td>July 13-17</td>
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<td>Swim Day Hot dog lunch</td>
<td>Top Golf *lunch provided</td>
<td>Mess Makers</td>
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<td>July 20-24</td>
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<td>Swim Day Hot dog lunch</td>
<td>Navy Pier &amp; Sightseeing Boat ride</td>
<td>Teen Camp Olympics</td>
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<td>July 27-31</td>
<td></td>
<td>Swim Day Hot dog lunch</td>
<td>Batavia Fun World *lunch provided</td>
<td>Camper’s Favorites</td>
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**PLANNED ACTIVITIES**