



TINLEY PARK- PARK DISTRICT PARENT HANDBOOK



2020

Pop-Up Camp



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 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 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.

IDPH Guidelines

The Summer Pop-Up camps will follow current approved IDPH guidelines. These will be updated and adjusted as needed. As of this printing Guidelines relating to the novel Corona virus for summer camps in Phase 3 include:

- Social Distancing of 6 feet for regular activities
- Social Distancing of 10 feet for game play
- Masks are recommended to be worn at all times. We will have breaks with social distancing to properly remove masks, have water breaks, eat lunch, break from mask etc. **Campers are required to provide their own masks for camp** (we recommend packing a few extras in case they get wet.)
- There will be no field trips, water play or in-house visitors
- Camp Groups will not intermingle and there will be no changing groups once assigned. Staff will remain with each group once assigned.
- We will increase supply sanitizing and provide each camp group supplies that will not be shared between groups. These will be sanitized daily. Please do not bring anything from home other than lunch, water bottle, sun screen or masks!

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, headache, shortness of breath, diarrhea, vomiting, runny nose, pink eye, lice, etc. If we are made aware of a contagious illness that was brought to camp, we will notify the immediate camp group as soon as possible such as novel corona, 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 the camper had lice, a doctor will need to clear them of nits and live lice in order to return. All campers must be toilet trained by the start of summer camp.

If a child becomes ill during camp, a parent will be notified and will be required to pick up the child. Camper will be separated from camp group, per IDPH Guidelines. If a parent is unavailable, the emergency contact will be called.

If a Camper becomes Covid Positive, or is exposed to a Covid Positive person, please call Site Leader immediately. Per IDPH Guidelines, campers and staff testing positive are to isolate at home for a minimum of 10 days after symptom onset and can be released when feverless for 72 hours or 2 negative Covid tests. The CDC Guidelines state those in the same camp group should be self-isolating for 14 days. If a staff or

participant are found Covid positive then CDC disinfecting will be performed in areas where staff/participant were.

Emergency/Information Form

The Emergency/Information form must be completed and returned the first day of camp. 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.**

T-shirts

The Park District will provide each camper with a T-shirt. These are currently ordered and may arrive after camp begins. We will inform parents/guardians when they are in.

Clothing

Campers are outside the 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. **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 are kept. If your child should lose any belongings, please feel free to let the counselors know and they will check lost and found. 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 CANNOT assist with applying sun screen and we recommend packing spray sunscreen for your camper to self-apply.** Campers will be reminded to re-apply frequently, Spray sun screen is often easier for campers to apply than cream. Hand sanitizer is made available to all camp sites. If you wish your camper to wear bug spray, please send it in.

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 this includes informing parents with phone calls and/or a letter of any infractions that may occur by their child. After repeated warnings, the camper will have the choice of abiding by the rules or dismissal for the day. If upon return to camp 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 respect the social distancing expectations and be able to maintain these guidelines of 6 feet while doing normal activities and 10 feet while doing active game play.**
- **Campers will wear masks when social distancing cannot be mainlined or when asked by staff to have them on, including game play and during activities. Campers refusing to wear a mask will be sent home and may be removed from the program.**
- 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 (McCarthy/Vogt Woods 708-295-6093) or (Recreation Center 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, 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.

Arrival/Departure

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. Please follow all parking lot rules and signs. Remain in your car at all times and follow site specific details below.

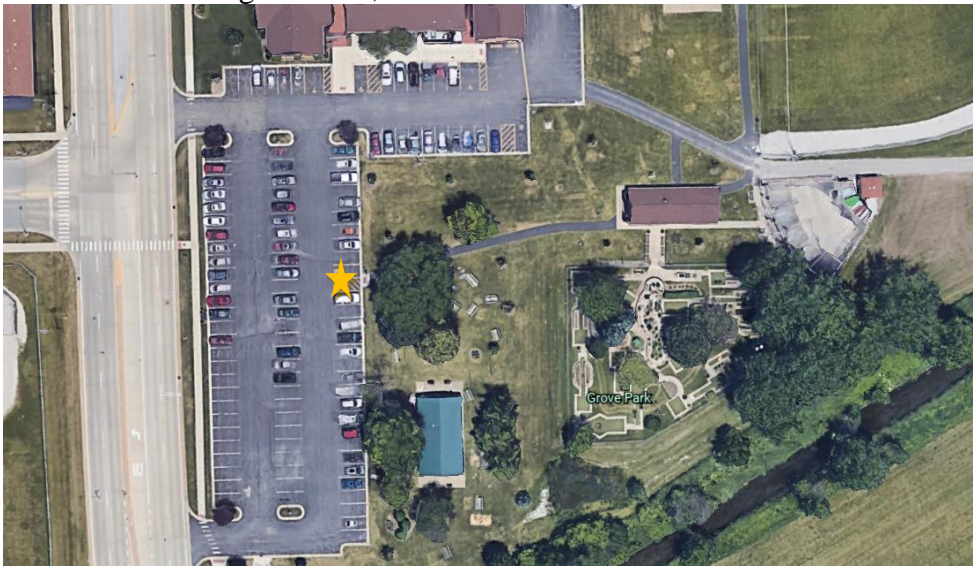
If you are more than 15 minutes late picking up your camper you will be charged \$10.00 plus \$1.00 per additional minute late and this fee will be added on to your household account at the Recreation Center. Full payment of late payments will need to be made before you can enroll in any further programs through the Tinley Park-Park District. If your 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.

Pick-Up/Drop-off:-All Sites: Please pull up at drop-off/Pick-Up location. Have your camper's name written on a large sheet of paper in front window. Designated pick-up person will need to have ID for viewing, and be listed on the camper emergency form, in the window of their car for camp staff to check. Please wear a face mask if windows are down.

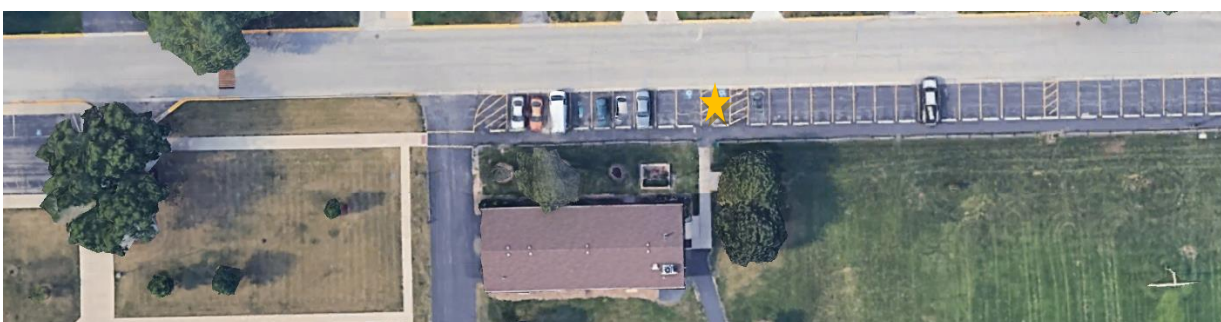
McCarthy Park Site: Please pull in north entrance, follow lot to walking path leading to Junction, camp staff will be in the lot to assist. Camper (s) will exit vehicle and go to their group. Rain Location will be at McCarthy Recitation Building entrance, staff will be outside.



Recreation Center Site: Please pull in White Water Canyon entrance, follow lot area just north of the sand volleyball court, camp staff will be in the lot to assist. Camper (s) will exit vehicle and go to their group. Rain Location will be at Recitation Center entrance, please pull up in the circle drive and staff will be outside.



Vogt Woods Site: Please up along 171st Street and stop by building entrance, staff will be in the lot to assist. Camper (s) will exit vehicle and go to their group. Rain Location will be at same spot, staff will be outside.



Camp Communication

Tinley Park Camps utilize Class Dojo for communication. You will receive a code the first day (look for paper sheet) to log onto your child's camp site. We will issue one code per group, so multiple children will only have 1 code. We will post photos, weekly reminders, updates, etc. to Class Dojo so please make sure and establish your connection.

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

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 your camper, please call the camp cell phone at (McCarthy/Vogt Sites 708-295-6093) or (Recreation Center 708-295-6094) or the Main facility at 708-342-4200.

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.**

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. We also understand that family vacations or other events may occur during camp. Please understand that no refunds will be granted for missed camp days.

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.

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 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? McCarthy Park Vogt Woods Rec Center

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: _____

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

Departing

Dropped off

Picked Up

Walking/Bike *(waiver needed)

Walking/Bike *(waiver needed)

****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: _____

**Release for Walking/Biking to and from Tinley Park-Park District
Summer Camps**

For your child's safety, all parents whose camper(s) will be arriving at or leaving from Camp unaccompanied by a parent, guardian or authorized representative of a parent/guardian must sign this waiver. Campers who arrive at or leave Camp unaccompanied by one of the above-identified individuals will be required to sign themselves in and out of the Camp immediately upon arrival at and departure from Camp.

Campers leaving Camp unaccompanied by one of the above-identified individuals will only be allowed to leave camp at or near 1:30pm, not at other times.

Please be advised that the Park District is **not responsible for your child in any way on the way to and from Camp, including, but not limited to, circumstances in which you have authorized the Park District (by signing this waiver) to release the child without accompaniment.** Please note: we do not contact parents when a child arrives at/leaves our Camp and/or when a child is absent.

I give my permission for my child(ren) _____ to **arrive at / leave from [circle all that apply]** the Park District's Camp Sites unaccompanied by a parent, guardian or authorized representative of a parent/guardian.

I understand that my child/children will sign in no earlier than **9 am** and will sign out at **1:30pm**. Prior to their signing into Camp and after their signing out of Camp, my child will not be supervised by the Camp staff and shall not be considered to be participating in the program.

I understand that the Park District is not responsible in any way for my child on the way to and from Camp, including, but not limited to, circumstances in which I have authorized the Park District to release my child without accompaniment. The Park District is not responsible for personal property and/or lost or stolen equipment, which includes (but is not limited to) bikes, roller blades, and any other personal property of Campers that they may use to get to/from Camp.

Camp Attending: McCarthy Park Vogt Woods Recreation Center

Circle Walking/Biking arrangement:

Walking/Biking home to and from day camp at 1:30pm

Parent/Guardian Signature: _____

Contact #: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
June 22-July 3 Session A	Wild, Wild, West				
	Time Travelers				
July 6-17 Session B	Outdoor Playlab				
	Celebrations of Nations				
July 20-31 Session C	Ship Wrecked Shark Week				
	Wild & Wacky Olympics				

Camp will be held outdoors unless inclement weather prohibits. We recommend sunscreen be applied at home before camp begins. Please dress accordingly for outdoor play. Make sure your camper has a Backpack, Sun Screen, reusable water bottle and chilled lunch daily.