

**SUMMER**  
**DAY CAMP**

**PARENT HANDBOOK**

***2023***

**ADMINISTRATION BUILDING**

**8125 West 171<sup>st</sup> ST., TINLEY PARK, ILLINOIS 60477**

**(708) 342-4200**



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

#### **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.***

## 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 and Goals

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. We provide each camper with a safe, fun, and memorable experience that helps develop a sense of self-respect, respect for others, cooperation a sense of accomplishment, sportsmanship, and an appreciation of nature.

### 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, mandated reporter, 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 **VIRTUAL** Parent Orientation on Thursday, June 1st. This orientation will be over Zoom and will be with Recreation and Camp staff. Camp groups will be released the first day of the camp session at the camp locations. For the open house you will be sent the link a few days before the orientation. Shirts will be passed out on the first week. Please feel free to call beforehand and speak with Recreation staff if you have any questions, 708-342-4200.

#### **Virtual Open House Thursday, June 1st**

5p.m.-Camp Firefly and Camp Little Sprouts Parents/Guardians

5:30 p.m.-Teen Camp Parents/Guardians

6p.m.-Vogt Woods Parents/Guardians

6:30 p.m.-McCarthy Park Parents/Guardians

### Communication with Staff

Each campsite is staffed with a Site Director. The Site Director's are all staffed with cell phones from approximately 7am-6:00pm during the camp season. These numbers are to be called when they require immediate attention during program operating hours, along with late drop-offs and early pick-ups, etc. Site Director phone's will be active June 12<sup>th</sup>- August 4<sup>th</sup>. For issues that do not require immediate assistance, please contact your Site Director through Class Dojo. If assistance is needed with registration matters, or questions prior to the first day of camp, please call (708)342-4200.

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 camp site, so multiple children located at one site will only have 1 code. We will post photos, weekly reminders, updates, etc. to Class Dojo so please make sure and establish your connection.

**SITE DIRECTOR NUMBERS:** \*\*These numbers will not be active until June 12, 2023\*\*

Teen/Tot Camp Site Director: (708) 295-6095

Vogt Woods Site Director: (708)295-6093

McCarthy Park Site Director: (708)295-6094

## IDPH Guidelines

The Tinley Park -Park District will follow current approved IDPH guidelines. These will be updated and adjusted as needed.

## 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, sudden loss of taste or smell, 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 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.**

## Emergency/Information Form

**The Emergency/Information form will be completed at the time of registration. For any reason that we may need a hard copy it must be returned BEFORE your camper can begin the program.** 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.**

## 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.

## T-shirts

The Park District will provide each camper with a T-shirt. We will inform parents/guardians when they are in. They will be passed out before the first away fieldtrip. These camp shirts MUST be worn on fieldtrip days.

## 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.**

## Sunscreen, Bug Spray & Wipes

It is recommended that your child bring sunscreen, bug spray and handwipes 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 then cream. Hand sanitizer is made available to all camp sites. If you wish your camper to wear bug spray, please send it in.

## 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.

## Lost & Found

Please encourage your child to keep track of their 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.

## Personal Belongings and Electronic Device Policy

Cell phones, video games, electronic music items, iPads, etc. are **NOT** permitted at camp. If a child brings an electronic device to camp and is seen using it, it will be held in Camp Directors office until the end of the camp day. If there is an extenuating circumstance where you require your child to have access to a cell phone, please see the camp director. Staff are unable to monitor each camper's phone usage. Cell phone usage will be restricted to emergencies throughout the day so that campers may fully participate in activities. Any inappropriate use of the cell phone will result in forfeiture of the privilege or termination from camp with no refund.

- Bringing personal belongings and toys from home is strongly discouraged.
- Any toys that are brought from home must have prior approval from the Site Director or Camp Director
- The trading of Pokemon cards, and similar items, is **NOT** allowed at camp.
- Campers are **NOT** to exchange money with other campers.
- Personal Belongings may **NOT** be shared with other campers.

\*The Tinley Park-Park District and staff are not responsible for any lost, damaged, or stolen items. Staff may restrict or withhold inappropriate items.

## 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/actions 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 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/intimidating 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 who bring weapons, alcohol, drugs, lighters or other fire devices or other illegal/dangerous/threatening items (i.e. fireworks) to camp will be immediately dismissed from camp and the police will be notified. No refunds will be granted.

### **Bullying/Harassment**

The Tinley Park- Park District is committed to protecting campers and staff from bullying, harassment, intimidation or discrimination for any reason and of any type. All Campers and staff are entitled to a safe, equitable and harassment-free experience. Bullying, harassment or discrimination will not be tolerated and is cause for disciplinary action. Bullying is defined as systematically and chronically inflicting physical hurt or psychological distress on one or more participants or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal or physical behavior, including but not limited to any threatening, insulting or dehumanizing gesture, that has the potential to create an intimidating, hostile or offensive environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's performance or participation, is carried out repeatedly and is often characterized by an imbalance of power. Bullying/harassment may involve, but is not limited to:

- Unwanted teasing
- Threatening
- Intimidating
- Stalking
- Cyberstalking
- Cyberbullying
- Physical violence
- Theft
- Sexual, religious or racial harassment
- Public humiliation
- Destruction of property (park district or personal)
- Social exclusion, inducing incitement and/or coercion
- Spreading of rumors or falsehoods

### **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.

## Lunches/Snacks

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 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.**

## **Tot Camp**

Campers should bring their own snack daily, please make sure the item is clearly marked with your campers' name. Water is always available. We recommend a reusable water bottle be brought in daily.

**Tot Campers will have snack outside daily, weather permitting or in the classroom on inclement weather days.**

## Activities

Campers will participate in a wide variety of activities daily including team and individual games, science, art, drama, water-play, free-play, etc. We will also enjoy special events, movies, in-house visitors and other fun surprises. Activities will be done within the camp group, there will be limited interactions among groups.

Camp will be primarily outside. We will use indoor locations on inclement weather days as well as for some activities. Campers should dress and be prepared to be outside for the majority of any given camp day.

**Camp calendars will be passed out the first day of the camps session.**

## Swim Days/Splash Pad Days at White Water Canyon

Day Camp will be swimming on Tuesdays and Fridays at the White Water Canyon Waterpark. Tot Camp will **ONLY** use the Splash Pad once a week. All pool height restrictions will be used for Day and Teen Campers and the passage of a swim test will be needed or campers to swim in certain areas. ALL Campers are wrist banded prior to entering the water park on each pool day. Each camp site has colored wristbands. Campers are to adhere by ALL White Water Canyon's rules and regulations.

## 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 your Site Leader or Camp Director. 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.

**Tot Camp**

Please park in a designated parking space at the Bettenhausen Recreation Center and walk your tot camper into Please have your ID ready at Pick-up as we will check it against the Emergency Contact sheet.

**Day Camp 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. Please have your ID ready at Pick-up as we will check it against the Emergency Contact form!

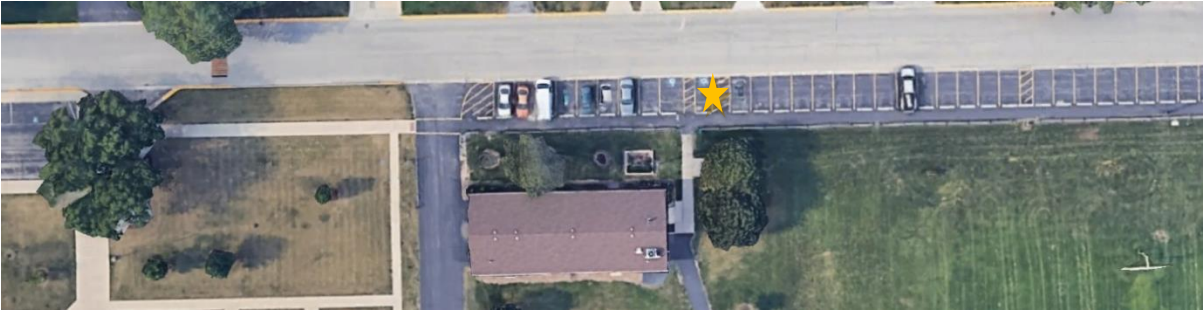


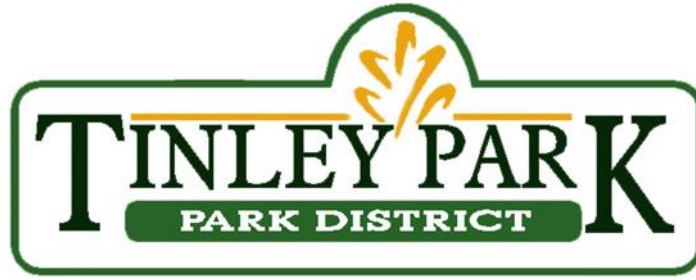
**Teen Camp Sites:** Please pull in White Water Canyon entrance, follow lot area just north of the sand volleyball court, camp staff will be in the lot to assist. Camper (s) will exit vehicle and go to their group. Rain Location will be at Recreation Center entrance, please pull up in the circle drive and staff will be outside. Please have your ID ready at Pick-up as we will check it against the Emergency Contact form!





**Day Camp Vogt Woods Site:** Please up along 171<sup>st</sup> 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. Please have your ID ready at Pick-up as we will check it against the Emergency Contact form!





## Daily Camper Checklist

***Campers are required to bring the following items to camp every day, regardless of what activities are scheduled.***

Backpack

Refillable Water Bottle

Sack Lunch *(Refrigerators are not available to store lunches and microwaves are also unavailable)*

Snacks *(Additional snacks are allowed, but eating is restricted to specific times.)*

Sunscreen *(Send your camper with sunscreen already applied. Keep spray sunscreen in your child's backpack.)*

Swimsuit and towel *(for water days and swim days)*

Change of clothes *(Tot Camp only)*