

Discovery, Daytime, & C.I.T.

# Summer Camp



2017 Parent  
Manual



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The Joliet Park District's enthusiastic and skillful staff is promising a summer crammed with all sorts of thrilling experiences! Inside this packet you will find more information, rules and policies about our camps and how with your help, they will run successfully. We ask that each family be sure to read this information thoroughly. If you have any questions regarding this packet or any day camps, please contact the Joliet Park District at (815) 207-6362.

## **General Information**

### **Our Summer Camp Philosophy & Goals**

The Joliet Park District Day Camps were designed to keep the campers active, entertained and socially involved through a variety of activities within a safe and supervised camp setting. All of our carefully planned activities are implemented with the following goals in mind:

1. Encourage children to be social and boost their self-confidence within group settings.
2. Promote teamwork, sportsmanship and respect with fellow campers and camp leaders.
3. Provide a positive, sound environment in which children can learn and play.
4. Develop skills and knowledge through a variety of activities involving, but not limited to sports, art, nature, fitness, and so on.

### **Program Description**

Campers will participate in weekly field trips, arts and crafts, sports and special events. Every day is a new day of adventure and excitement! Included in the fee is bus transportation for field trips, field trip fees, one camp t-shirt and one backpack per summer, cookouts and more. Camp meets Monday – Friday, 9:00 a.m. – 4:00 p.m. at the Multi-Purpose Center. All registrations must be paid in full before the registration deadline. Campers must be signed in and out by a parent or guardian.

Day Camp will run 10, 8, 5 & 5 weeks and participants must pre-register.

### **Program Fees:**

Program fees can be found in the Joliet Park District Summer/Fall 2017 Program Book or online at [www.jolietpark.org](http://www.jolietpark.org).

## Registration

Discovery Camp is open to ages 6-8. Daytime Adventures camp is open to children ages 9 – 12 years old. The Counselor in Training program is open to ages 13-14. Walk in registrations are accepted at the Inwood Athletic Club and the Multi-Purpose Center at 3000 W. Jefferson St., Joliet IL 60435. Registration by phone is not accepted. All participants must be registered and paid for in full or signed up for payment plan by the deadline assigned to the session that you have chosen to sign up for. An early bird discount of \$100 is available for campers who are paid in full by May 22. Also, there is a Multi-Sibling Discount of \$40. **These discounts only apply to 8 or 10 week camp registrations.**

## Child Care Resource and Referral

If you utilize CCR&R for payment assistance, please note that you will need to be approved prior to the start of camp and will be responsible for co-payments that apply. After paperwork is completed, CCR&R will send the Joliet Park District the amount they have decided upon for assistance.

## Staff

**All Day Camp Staff are selected because they have proven to be experienced and qualified leaders.** For this 2016 summer camp season, we have a high return rate for our counselors. Counselors are welcomed back **only** after they have completed the previous season with consistently increasing evaluation scores. *The rate displays the Director's confidence in our wonderful staff as well as the staff members' enjoyment of their time on the job in 2017.* **Our staff members are comprised of a range between local elementary and high school educators, college students (majority of them are education or recreation majors and a few high school students).** They are trained and knowledgeable in providing and ensuring the safety and security of all participants. All Camp Leaders and Counselors have participated in a 30 hour day camp orientation and training. Prior to the start of camp, all staff must successfully acquire their First Aid and CPR Certifications. Our camp staff, with their knowledge and skills, will be just as active and engaged as the campers will be throughout the numerous summer activities!

Please, please, please get to know your child's/children's camp counselors by name, as well as their group name and number. This information will assist you in giving us any necessary information as well as to picking up/dropping off any important items to your child. It only takes a few minutes to do so and makes everyone's summer flow smoothly.

## **Parent Information Night**

If you would like more detailed information on the Joliet Park District Summer Camp feel free to attend the **Parent Information Night on Wednesday, May 31 at 6pm in the Multi-Purpose Center Gymnasium.**

## **Camp Groups**

Each camper will be placed in groups by their age. Each day your camper will check in with their counselor. The ratios for the summer camps are as follows: Discovery Day Camp 1 counselor per 6 campers and Daytime Adventures 1 counselor per 8 campers.

## **Lunch**

Lunch will be provided almost every day this summer (minus certain field trip days and cookout days...notes will go home prior) to every camper we provide service to courtesy of the Northern Illinois Food Bank and the Illinois State Board of Education. We will be serving a variety of foods that are nutritious for the children. A menu for the month will be handed out on the first day of camp. Children can select whether or not they receive lunch on specified days. They can either receive lunch for the summer or opt-out completely. Please feel free to subsidize the meal that they are receiving with additional snacks/favorites. This lunch program only accommodates peanut and dairy allergies at this time. We encourage campers with other food allergies to subsidize for the parts of the meals they may be allergic to. Each child will receive a monthly menu at the start of each session. Please review this with your child to plan their meals accordingly. For field trips we ask that participants provide their own lunch.

## **Allergy Issues**

Every child with any food allergies will be a determining factor in our menu creation. If we have 1 camper with a peanut allergy, there will be absolutely no meals served with any peanut substance. If you have any additional questions, please be sure to attend our parent meetings prior to the start of camp.

## **Snack**

- Children are encouraged to bring an afternoon snack and extra drink
- Please pack snack separately and label it as SNACK.
- Campers are also encouraged to bring a plastic water bottle daily, especially on extremely hot days.

## Camp Attire

- Campers should wear comfortable, cool clothes suitable for athletic activities such as jeans, athletic pants or shorts with a light colored t-shirt, and socks with **gym shoes**. (Sandals are only acceptable on swim days)
- All belongings should be put in the backpack given to the camper.
- Parents are encouraged to send child with a jacket and/or sweatshirt on days of inclement weather.
- Please apply sunscreen before camp and send spray sunscreen in their bag.
- Your children **WILL** get dirty and wet, so please dress them appropriately.

## Camp T-shirts

Camp t-shirts are included in the price of camp. It is required that all campers wear their t-shirts on field trip days and days we go to splash station. Please put your child's name on the name tag of their shirt. Only one t-shirt per camper will be given out. If your camper loses their t-shirt, there will be a \$10 charge for an additional shirt.

## DAILY Backpack Checklist

- A snack for in the afternoon
- Swimsuit, Sandals & Towel (on swim days)
- Sun block (if need specific sunscreen)
- Gym shoes
- Please include a plastic bag to hold wet articles
- A water bottle with your child's name on it

## What to Leave at Home

Our camp days are filled with many fun activities and the majority of the supplies are provided. Occasionally, there are special theme days that might require campers to bring something from home. These special days will be highlighted on the weekly camp calendar. It is important that campers leave items at home that might not be appropriate for camp or interfere with the overall experience. Some of those items include:

- Toys – The Joliet Park District does not allow participants to bring toys and electronic devices from home. Items brought from home may become lost or damaged. The Joliet Park District will not be responsible for any toys or electronic devices brought from home. (Ex.: Pokemon Cards/any trading cards, I-Pods or any portable music system,

- PSP's or any portable game system)
- Cell Phones – The JPD strongly encourages that **cell phones are left at home**. However, if your child brings their cell phone to camp it will be confiscated and returned to the parent at the end of the day. Continued abuse of this policy will result in disciplinary action being taken.
- Skateboards/Scooters/Roller Blades/Heelies – Skateboard/Scooters/Roller Blades/Heelies or any type of shoe with wheels are not permitted at camp. Participants caught with skateboards, scooters, roller blades and wheels in their shoes will have their wheels' confiscated and returned to parent at the end of camp day.
- Weapons/Look-Alikes – Weapons/Look-alikes are strictly prohibited, this includes water guns. Any participant caught with a weapon will be disciplined accordingly, including but not limited to removal from the program.

**Failure to follow these guidelines can result in disciplinary action, including but not limited to removal from the program.**

## **Parent Information**

### *Parent Responsibilities*

Parents of participants are responsible for providing the following:

- Maintaining appropriate and timely payment of fees.
- Contacting the park district if your child will be late on field trip days.
- Communicating your child's needs to the staff.
- Picking up your child on time.
- Completing all required forms

### *Camper Responsibilities*

Campers are expected to exhibit appropriate behavior at all times.

Participants Shall:

- Show respect to participants and staff
- Take directions from staff
- Refrain from using abusive or foul language
- Refrain from causing bodily harm to self, participants, or staff
- Show respect to equipment, supplies, and facilities
- Always clean up after yourself! Put all your materials away when finished
- Say Please and Thank You

Participants who do not conform to these rules risk extended time out, removal from camp into the recreation supervisor's office, suspension, or dismissal from the program.

#### *Parent Communication with Children*

Any parent who attempts to talk to a child other than his or her own child regarding that child's behavior or a program, will be dismissed from the program. If there is a problem between two children, the parent should bring it to the attention of the Head Camp Counselor(s) or the Recreation Superintendent of the Day Camp. Only the Joliet Park District Camp Staff is permitted to discipline or question a child in their care.

#### *Change of Information*

If a parent has changes for any pertinent information, such as home, work, or cell numbers, address or adding another person to your pick-up list. The JPD Staff must be notified of the changes. Only the legal custodial parent/guardian who completed the original registration forms can sign and authorize these changes.

#### *Childcare Statements*

Receipts are issued for payments when payment has been made. If you should need a "Year-End Childcare Receipt" please contact the Multi-Purpose Center or the Recreation Superintendent who oversees summer camp. Statements will be available by January 31.

#### *Concerns/Problems*

Any issues your child has at home may affect behavior during Day Camp. Please keep JPD staff informed of any unusual circumstances so we can be sensitive to your child's needs. The staff strives to work with each family as a team. Open communication is vital to accomplishing this goal.

#### *Suspected Abuse or Neglect*

In accordance with the procedures set forth in the Abused and Neglected Reporting Act, the Joliet Park District staff, having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child, shall immediately report the matter to their supervisor. Chain of command will be followed and proper authorities will be notified.

#### *Contact Information*

The Joliet Park District can be reached by calling (815) 741-7275. Casey O'Connell, Recreation Superintendent of Summer Camp can be reached by calling (815)741-7275 ext. 172, by email at [coconnell@jolietpark.org](mailto:coconnell@jolietpark.org) or via messaging on the Remind 101 App.

## Camp Procedures

<b>Hours of Operation:</b>	Before Camp – 6:30-9:00 a.m. Camp – 9:00a.m.-4:00 p.m. After Camp – 4:00-6:00 p.m.
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Please take into account these times when dropping off and picking up your child. When you drop-off and pick-up your child, it will be necessary to sign your child in and out every day. Please drop off/pick up your child in South Multi-Purpose Center Parking Lot at the assigned areas for each age group. C.I.T. will meet at the picnic tables, Daytime will meet near the green posts south of the multipurpose center and Discovery will meet at the in front of the Multi-Purpose Center.

### Arrivals and Departures

Please send a note of permission or communicate with their counselor if your child:

- Needs to leave camp early or will be arriving late one day.
- Will be walking or riding their bike to and from camp.
- Is to go home with another child/parent.

If your child will be signing themselves in and out, you will need to fill out a **permission to leave program without an adult escort form**. **Please do not park in the accessible parking places or in the fire lane.**

Thank-you in advance!

### Before & After Camp

Before and After Camp services are available. Before camp runs from 6:30 a.m. – 9:00a.m. Children can be dropped off at the Multi-Purpose Center in room 2. After camp runs 4:00 – 6:00 p.m. Children can be picked up at Multi-Purpose Center as well usually by the picnic table south of the Multi-Purpose Center. Before & After Camp services must be paid for in advance.

### Late Pick-Up

You have a five minute grace period AFTER camp ends to pick-up your camper. If you arrive after this time, a late fee will be assessed, with one courtesy allowance. The late fee is \$10.00 for 5-15 minutes after pick-up and an additional \$5.00 for each 5-minute period beyond 15 minutes. This applies to the end of regular day camp as well as after camp. An acknowledgement form must be signed and the fee must be paid by the following business day or your child will not be able to attend camp that day. If this is the fourth time your child has been picked-up late, your child may be dismissed from the program without a refund.

## **Parent/Guardian Notification**

**Parents may be contacted for any of the following reasons:**

- Camper becomes sick during camp.**
- Camper does not have proper attire for the day.  
(Ex. Swim Attire or Sandals)**
- Camper becomes injured during camp.**
- Severe misbehavior by camper.**

### **Illness**

A parent is an expert when it comes to knowing their own child, and here at Day Camp we really rely on your judgment in keeping all of us healthy! If your child is not feeling well before camp, or the night before camp, please keep him/her home, even if no real symptoms may have yet occurred. Even the best, most comforting and loving camp staff person is no substitute for mom or dad. The JPD has the right to refuse any child who is ill or has a fever. If a child becomes ill during the program, i.e. fever/vomiting, a parent will be notified and asked to pick-up the child immediately. If the parent is unavailable, an emergency contact will be called. A child must be fever-free without the use of Tylenol and/or taking antibiotic for 24 hours before returning to the program. In the case of contagious or serious illness, please contact the Day Camp staff immediately. If your child has lice or nits they will have to wait 72 hours and be treated before returning to camp. Your cooperation is greatly appreciated.

### **Injuries**

All of our staff members are trained in CPR and First Aid. If the injury is, per staff member's judgment, serious enough we will take whatever steps are necessary to obtain emergency care. These steps may include, but are not limited to, the following:

- Call the paramedics.
- Attempt to contact the parent or guardian immediately
- Attempt to make contact thru any of the persons listed on the emergency form.

If we cannot make contact, staff will do the following:

- Call the paramedics.
- Have child taken to an emergency facility accompanied by a staff member.

## **Behavior/Discipline Procedures**

### **Behavioral Guidelines**

Campers are expected to always exhibit appropriate behavior in order to maintain a safe and enjoyable environment. As with any large group of children, a strict discipline policy must be enforced by the Joliet Park District Day Camp Staff. We ask that you, as parents, please go over this information with your child so they are aware of the consequences of unacceptable behavior. Below is a list of some common acceptable behavior that will not be tolerated.

- Leaving designated group without permission
- Physical damage to self
- Fighting
- Throwing objects at or near others
- Bringing or using weapons/sharp objects
- Extreme verbal use
- Profanity
- Aggressive behaviors
- Vandalism
- Breaking or damaging property
- Tantrums resulting in damage to property
- Theft
- Using any electronic device to record the camper and any other camper
- Posting any pictures or videos on social media of other campers w/o their parents permission
- Possession, use or transfer of alcohol, illegal drugs, tobacco or tobacco products

Note: Parent/Guardian of program participants will be responsible for any damages caused by their child/participant.

### **DISCIPLINE PROCEDURES**

Camp staff will reinforce appropriate behavior through firm statements and redirection of activity. Listed below are the discipline procedures for campers who are exhibiting unacceptable behavior.

#### **Time Outs:**

Time outs are used as a disciplinary measure for minor infractions of the camp rules. During a time out, a camper will have to sit out from activities including games, crafts, swimming or a special event. If the misbehavior continues or if a more serious infraction has taken place, the 3 strike process will begin to take effect.

**1st strike:**

Warning: A form will be given to the parents/guardian to be signed and acknowledged by the parent/guardian and program participant.

**2nd strike:**

Warning/Suspension: A form will be given to parent/guardian to be signed. Also, a meeting will be held with the participants and parent/guardian in which suspension for the following day may be a result if deemed necessary by Camp Director.

**3rd strike:**

Warning/Suspension: A form will be given to parent/guardian to be signed. Also, a meeting will be held with the participant and parent/guardian of participant in which suspension may be a result if deemed necessary by Camp Director

**OUT!:**

Participants will be dismissed from current session of program or for the next couple sessions. A refund will not be issued for any missed days due to unacceptable behavior.

\*\*\*\*The Joliet Park District staff reserves the right to suspend or expel any camper whose actions are seen as detrimental to the camp

**Bullying/Teasing**

Bullying/Teasing is not tolerated at camp. Any camper caught bullying or teasing another camper will be disciplined. If behavior continues, camper could be removed from camp. Day Camp works very hard to promote positive behavior.

**Field Trips**

A field trip will be taken every week. In the case of inclement weather, we will do our best to reschedule the field trip. Thursdays are usually field trip days, days are subject to change. Please be sure to check the camp calendar for field trip locations. Please make sure your child gets to camp on time as all staff will be attending the field and no one will be staying behind. A school bus or the park district vans will be used for transportation. There will be on-site and off-site field trips.

## Field Trip Rules

It is important that campers know the rules while being on a field trip, so they can have an enjoyable time. If a camper continues not to follow field trip rules, they will not be able to attend camp on days when field trips are held.

1. Stay with your group and group leader.
2. Always keep track of your partner.
3. Listen to your group leader.
4. Wear your Camp T-shirt.
5. Follow all rules of the place we are visiting.
6. Do not talk to strangers.

Parents, please reiterate the importance of these rules with your child before each field trip.

## Swimming

The camps will swim once a week at the Presence Inwood Athletic Club indoor pool or Splash Station. Any child marked as a "**non-swimmer**" will have to wear a life vest and they will not be allowed to go on waterslides or in the lazy river. However, if they are marked as a "**swimmer**", they will be allowed in the deep end and on all water accessories.

All campers must have appropriately fitting, lined swimwear. Campers will not be allowed to swim in clothing without a swimsuit underneath. If campers want to wear a t-shirt over their suit, it must be a plain white t-shirt with no markings.

## Medication

Campers requiring any type of medication during camp hours must have a signed medication release form on file. We highly recommend that the medication schedule is altered to fit times outside of the day camp schedule if possible. Medication can not be administered without the fully completed release form. If your child is taking medication, the medication must be in its original container with the child's full name on the label and the correct dosage enclosed. Doctor's can separate prescriptions so the camp authorities are given only the required dosage. **Medication, written instructions, and the permission to dispense medication waiver must be given to the Camp Director upon the child's first day at camp.** All medication is kept in a safe place.

## Special Needs

If your child needs medication, has any physical limitations, needs special attention in the pool, etc., please notify Casey O'Connell at 815-741-7275 ext. 172 and complete this Inclusion Program Information form if applicable.

Parents who have questions concerning their child's activities, swimming, camp problems, etc., should notify the Camp Director/Recreation Superintendent.

### **ADA**

The Joliet Park District will comply with the Americans with Disabilities Act (ADA), which prohibits discrimination in the provision of programs, services or activities to individuals with disabilities. The Park District will make reasonable accommodations to enable participation by an individual with a disability who meets essential eligibility requirements for camp. The Joliet Park District works closely with the Special Recreation of Joliet and Channahon (SRJC).

### **Office Hours**

Call the Joliet Park District Multi-Purpose Center at (815)741-7275 ext. 160 with questions regarding our registration procedures for any camp, the office hours are Monday-Friday 8:00am-7:00pm. Questions regarding Discovery, Daytime Adventures or C.I. T. may be directed to Casey O'Connell at (815)741-7275 ext. 172 or email [coconnell@jolietpark.org](mailto:coconnell@jolietpark.org). All Phone numbers either have an answering machine or voicemail, so please leave a message if you call after hours.

### **Photographs or Videos**

Throughout the summer, pictures or videos may be taken of classes and programs in progress, including camp. These pictures may be used for marketing purposes. By registering for the program, unless otherwise stated, you have granted us permission to use your child's photograph.

### **Lost & Found**

Please encourage your child to keep track of his/her belongings. The Park District will not be held responsible for lost or stolen items. All belongings left at camp will be placed in the lost and found box. At the end of each day, the Camp Director will hold up items that have been found. Items not claimed will be kept in the box for one week. The box will be emptied every Friday. All lost & found items left at the end of each week will be donated to a good cause.

**Emergencies,**  
**Inclement Weather**  
**And Other Communication**

Please use the following phone numbers for all necessary communication with camp staff (please put these numbers in a safe, easily accessible place or cell phone directory):

**Emergencies:**

**(815) 741-7275 x172**

Use in cases when staff or camper needs to be alerted.

**Inclement Weather:**

**(815) 207-6362**

**Billing and General Questions:**

**(815) 741-7275 x160**

**Remind 101 Online Application**