



# Parent Manual

## Summer 2018



**Camp Starts  
Monday,  
June 11th!**

*Your Fun Destination!*

**Camp Parent Night!  
Thursday, June 7th  
7-8 pm  
Recreation Center**

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### Camp Forms

- Emergency and Permission Form (All Camps)
- Permission to Dispense Medication Form & Waiver (All Camps)
- Carpool Form (All Camps)
- Child Safety Photo Form (All Camps)
- Aquatic Usage/Swim Waiver (Quest Only)
- 7-11 Permission Slip (Quest Only)
- Rain Permission Slip (Quest Only)

## **CAMP DESCRIPTIONS**

### **Camp Tiny Tots: 3 - 5 years Half Day Camp (DF)**

Our Camp Tiny Tots program will surely bring a ton of fun to your children! Songs, crafts, games, nature projects and theme days will be part of the fun! Children should bring a snack and labeled water bottle each day to camp. Children must be of age by the start of class. Camp counselor ratio is 6 to 1. All campers will receive a T-shirt! We encourage campers to wear their camp shirts. Registration deadline is the Thursday BEFORE each camp session begins. There will be a \$10 late fee for registrations received after Thursday. Camp Tiny Tots will meet at the Recreation Center, located at 536 East Ave. in Rooms 105/106. Camp Parent Night will be held on Thursday, June 7th from 7:00-8:00 p.m. All parents are encouraged to attend. Please contact Diana Faught for any inquiries.

### **Camp Mighty Munchkins: 4-6 years Full Day Camp (DF)**

This camp is for kids who like ADVENTURE and FUN! We have a variety of activities planned for each session of camp. Some of the activities include art, crafts, games, music, story time, nature, drama, cooking, special "in-house" field trips where outside entertainment will visit camp and much more! Children are required to bring a lunch, snack and labeled water bottle each day to camp. Camp counselor ratio is 6 to 1. Before and/or after care is also available at this camp location. Registration for before and after care is separate. All campers will receive a T-shirt! We encourage campers to wear their camp shirts. Children must be of age by the start of camp. The second child, in one family household, enrolled in Camp Mighty Munchkins or Camp Quest for the same session will receive a 10% discount on regular camp hours. The same applies for the third child, etc. The second child discount cannot be combined with the early bird discount. There are absolutely no prorates or refunds for missed days. Registration deadline is the Thursday BEFORE each camp session begins. There will be a \$10 late fee for registrations received after Thursday. This camp is held at the Gilbert Park Activity Building at 41<sup>st</sup> & Gilbert Ave. Camp Parent Night will be held on Thursday, June 7<sup>th</sup> from 7:00-8:00 p.m. at the Recreation Center. All parents are encouraged to attend. Please contact Diana Faught for any inquiries.

### **Camp-A-Palooza: 5-12 years Half Day Camp (KJ)**

Children will have a ton of fun during this energy filled recreational camp. Counselors will coordinate the enjoyment by planning different water games, sports games, races and relays, crafts and activities all based on different theme days/weeks for your children to participate in! Children should bring a snack and a drink each day, as well as sunscreen. Each camper will receive a camp T-shirt! Children must dress appropriately for water days. Camp-A-Palooza will meet in the cafeteria at Spring Avenue School, located at 1001 South Spring Avenue. Registration deadline is the Thursday BEFORE each camp session begins. There will be a \$10 late fee for registrations received after Thursday. Camp Parent Night will be held on Thursday, June 7th from 7:00-8:00 p.m. at the Recreation Center. All parents are encouraged to attend. Please contact Kyle Madeja for any inquiries.

## **Camp Quest: 7-12 years Full Day Camp (TC)**

This camp is a highly structured, outdoor & indoor based camp. Children will discover new friendships, participate in group games, learn camp songs, arts and crafts projects and play individual and team sports. Each week will have a different theme. Each day will have a routine schedule of activities. Field trips and swimming are all included in the fee and the fun. Children will go on field trips in a school bus once a week (Wednesdays). Trips range from water parks like Pelican Harbor in Bolingbrook to Enchanted Castle in Lombard. Each child will receive a camp T-shirt to be worn at each field trip. Campers will swim once or twice a week depending on the weather, at the Westchester Pool. Please send your child to camp prepared to swim every Monday. Campers are to bring a sack lunch, drink, and two snacks. The camper/counselor ratio is 6 to 1. The second child, in one family household, enrolled in Camp Quest or Camp Mighty Munchkins for the same week, will receive a 10% discount on regular camp hours. The same applies for the third child, etc. **The second child discount cannot be combined with the early bird discount.** There are ABSOLUTELY NO PRORATES or REFUNDS for missed days of camp. Registration deadline is the Thursday BEFORE each camp session begins. There will be a \$10 late fee for registrations received after Thursday. Camp Quest will meet at Sedgwick Park, located at 10<sup>th</sup> Avenue and 48<sup>th</sup> Street. Camp Parent Night will be held on Thursday, June 7<sup>th</sup> from 7:00-8:00 p.m. at the Recreation Center. All parents are encouraged to attend. Please contact Teresa Chapman for any inquiries.

## **Administrative Staff**

Kevin Miller – Email: [kevinmiller@pdlg.org](mailto:kevinmiller@pdlg.org)  
Superintendent of Recreation

Diana Faught – Email: [dianafaught@pdlg.org](mailto:dianafaught@pdlg.org)  
Assistant Superintendent of Recreation – Camp Tiny Tots & Camp Mighty Munchkins

Teresa Chapman – Email: [teresachapman@pdlg.org](mailto:teresachapman@pdlg.org)  
Marketing & Events Supervisor – Camp Quest

Kyle Madeja – Email: [kylemadeja@pdlg.org](mailto:kylemadeja@pdlg.org)  
Recreation Supervisor – Camp-A-Palooza

Linda Muth – Email: [lindamuth@pdlg.org](mailto:lindamuth@pdlg.org)  
Administrative Supervisor – Camp Billing

## **REQUIRED CAMP FORMS & PHOTO**

The following forms must be completed in full and submitted prior to your child's first day of camp:

- Emergency/Permission Form (All Camps)
- Dispensing of Medication Form (All Camps)
- Car Pool Form (All Camps)
- Child Safety Photo Form (All Camps)
- Rain Permission Slip Form (Camp Quest Only)
- Aquatic Usage/Swim Waiver (Camp Quest Only)
- 7-11 Permission Slip Form (Camp Quest Camp)

## **CAMP GUIDELINES**

### **Camp Philosophy**

Park District of La Grange camps are structured and offer a fun and safe environment. Our objective is to provide enjoyable recreation and socialization for all campers. Camp is where children come to make new friends and discover the world around them. We offer a variety of games and activities that allow your children to interact with all campers. Our primary goal for camp is to ensure all participants are having as much fun as possible while being safe.

### **Transportation**

The Park District of La Grange does not provide transportation to camp or home at the end of the day. Transportation to and from camp is the responsibility of each parent / guardian. We do provide a bus/recreation van to and from all field trips and other daily events. Trips and admission fees are incorporated into the registration fee.

### **Counselors**

All of our camp counselors have completed a thorough interview process with the Park District's administrative staff. Each counselor receives extensive training lead by the PDLG Recreation Department. Training consists of CPR/First Aid/AED training, a district-wide safety meeting and a Park District orientation day. Additionally, they are trained in leading and organizing large and small group games/activities/crafts, how to spot and respond to severe weather, how to manage camper behaviors and most importantly, how to have fun while being safe! Because we offer a co-ed program, we will provide co-ed counselors to fit the needs of both genders.

## **Camper Expectations and Behavior Management Plan**

### **Expectations for Campers**

- Keep hands and feet to self.
- Talk to others (campers and staff) with respect.
- Listen attentively when spoken to.
- Treat all Park District material and property with care and respect.
- Be safe while having fun.

**The following behaviors are unacceptable and will not be tolerated:**

- Swearing/Foul Language
- Leaving group or camp without permission
- Hitting, biting or any other method of physical harm
- Stealing
- Destruction of property
- Bullying another camper
- In possession of/use of a weapon

### **PARK DISTRICT OF LA GRANGE ANTI-BULLYING CLAUSE**

No person, including a District employee or agent, or participant shall harass, intimidate, or bully a participant which is any gesture or written, verbal, graphic or physical act that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress which adversely affects the ability of an individual to participate in or benefit from park district activity and may be motivated either by bias or prejudice based on any actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Such behavior may include but is not limited to: name-calling, using derogatory slurs, stalking, pushing, hitting, threatening or other physical or verbal conduct of a belittling or browbeating nature. Such behaviors are considered to be bullying or harassment whether they take place on PDLG property, at any PDLG sponsored function, or in a PDLG vehicle or at any time or place where a staff or participant's imminent safety or over-all well-being may be an issue.

### **Discipline Procedure**

1. When a child has trouble following the expectations of the camp, Park District staff will verbally request that the behavior be discontinued. If behavior continues, staff will remove the child from the activity for "quiet time." "Quiet time" allows the child to reflect on his/her behavior and is given appropriate to the child's age, ability, and the severity of the inappropriate behavior. A parent will be notified at the end of the day by the Camp Director if a child required "quiet time" during camp that day. If a child is removed from the group 3 times in one day, a parent will be called immediately by an Administrative Supervisor and asked to remove the child from the camp for the remainder of the day. Park District staff will document all removals and phone calls to parents.
2. If a child has difficulty following camp expectations on a daily basis, a parent will be contacted by the Administrative Supervisor. Next, a meeting will be scheduled with the parent, child, camp staff, and Administrative Supervisor. A written report will be filed after this meeting by the Administrative Supervisor. It will state the unacceptable behaviors previously demonstrated by the child and expected changes for the next camp meeting date. It will also state that one additional incident of unacceptable behavior may result in the child's removal from the camp permanently or for a specific period of time. This report will be signed by a parent and camp staff. One copy remains at the Park District and the parent will retain another.
3. If a child continues to have difficulty following the camp's expectations and the above procedures have been followed, a parent will be contacted and immediately requested to remove the child from the camp for the designated period of time determined at the parent conference meeting.

*In extreme cases of unacceptable behavior that is physically threatening to other participants or staff, the Park District reserves the right to immediately remove a participant from a program. There is a Zero*

*Tolerance Policy for verbal threats or actions toward the physical well-being of other campers or staff.  
This behavior will result in the immediate dismissal of the camper.*

**No refunds will be issued if your child has been removed from the program for disciplinary reasons.**

## **ARRIVAL AND DEPARTURE FOR QUEST, PALOOZA, MIGHTY MUNCHKINS & TINY TOTS**

The following rules should be followed to ensure a safe and happy summer for camp participants.

1. Please have your child arrive **no earlier** than 10 minutes before camp begins and picked up promptly at the end time of camp. Camp will begin promptly at the designated times. Upon arrival, accompany your child to your child's camp leader to sign your child in. DO NOT drop your child off at the door and leave.
2. Parents or designated adults named on the carpool form must sign their children out at the end of the day. Staff will make daily announcements to the campers at this time.
3. Parents or designated adult is required to be on time for pick-up.

## **HEALTH & ABSENCES POLICY**

If your child is experiencing any of the following symptoms please keep him/her at home:

- Fever within the previous 24 hours
- Vomiting or diarrhea within the last 24 hours
- A cold less than 3 days old
- Constant/disruptive cough or heavy nasal discharge
- Is cranky, fussy, and generally not himself/herself
- Additionally, if your child is in the first 48 hours of taking an antibiotic, please keep him or her at home.
- If your child displays any symptom of a possible communicable or contagious condition, such as chicken pox, measles, head lice, pink eye, etc. please notify your instructor as well as the camp supervisor immediately. For any condition of this type notices will be sent home to all programs participants.

**Please note:** If the instructor sees that your child is experiencing any of the symptoms listed above they will call the parent/guardian to pick up the child for the day.

If you have any questions or concerns regarding this policy please feel free to contact Kevin Miller at (708) 352-1762 or via email at [kevinmiller@pdlg.org](mailto:kevinmiller@pdlg.org). Lets' keep our participants & counselors healthy and happy.

## **LATE PICK UP POLICY**

The Park District of La Grange staff will supervise children who are left beyond the scheduled time until a parent or authorized adult on the pick-up list arrives. However, late pick-ups will incur a fee. Payment of the late fee must be made at the Recreation Center, 536 East Avenue **BEFORE** your child can attend the next day of camp.

- 1 – 15 minutes late: \$5.00
- Every minute after 15 minutes: \$1.00 per minute

## **WALKING / BIKE RIDING PROCEDURES FOR QUEST & PALOOZA**

These walking/biking procedures have been carefully adopted to protect your child's well-being and safety.

1. Children walking or riding a bike to camp should arrive at camp no earlier than 10 minutes before camp.
2. If your child is going to deviate from his/her normal schedule, please inform the counselors, in writing, prior to that day.
3. In order for your child to walk or bike to camp, a permission slip must be on file with the Camp Director and Administrative Supervisor.

### **WHAT TO WEAR**

Campers should wear shorts, a t-shirt, socks and gym shoes to camp unless the weather is cold and rainy. It is strongly recommended that gym shoes/athletic shoes be worn to camp each day. In case of inclement or cold weather please bring a sweatshirt and pants. All campers will receive a camp T-shirt, which MUST be worn on each field trip day for Camp Quest. Campers at other camp sites are encouraged to wear their camp shirts.

### **LOCATIONS**

Camp Quest – Sedgwick Park Activity Building, 10<sup>th</sup> Avenue and 48<sup>th</sup> Street

Camp-A-Palooza – Spring Avenue School Cafeteria, 1001 South Spring Avenue

Camp Tiny Tots – Recreation Center, 536 East Avenue – Rooms 105/106

Camp Mighty Munchkins – Gilbert Park Activity Building, 41<sup>st</sup> Street and Gilbert Avenue

### **ITEMS TO BRING TO CAMP EACH DAY**

- Sack lunch and drink with their name on it; two snacks are also recommended for morning and afternoon breaks (Camp Quest & Mighty Munchkins)
- Snack and labeled water bottle/drink (Camp-A-Palooza & Tiny Tots)
- Water Bottle (All Camps)
- Additional snack (Mighty Munchkins Before & After Care participants)
- Swimsuits and towel on Swim/Water Days (Camp Quest & Palooza)
- Sunscreen and insect repellent (Camp Quest, Mighty Munchkins & Palooza)

### **ELECTRONIC DEVICES**

The use of electronic devices (cell phones, iPods/iPads, Nintendo DS, etc.) will NOT be allowed during regular camp hours. If a camper is observed with a device during regular camp hours, counselors will confiscate it until the end of the day. The Park District of La Grange and its staff will not be held responsible if these items, or any other personal items that are brought to camp, are lost, stolen or damaged. If you need to reach your child for any reason during the camp day you can call the Administrative Supervisor or Camp Director and we will relay a message to your child. The use of electronics at camp can be very distracting to campers and staff and takes away from the camper's experience.

### **FIELD TRIP RULES (Camp Quest)**

1. Children will ride on a school bus/Park District van to and from field trips. All children attending camp that day will go on the trip. If you do not want your child to attend the scheduled trip, please do not send them to camp that day.
2. To ensure an enjoyable time, it is important that campers follow field trip rules that the Park District has set and the rules of the facility for that day's trip. If a camper continues to disobey the rules on trips, they will not be able to attend camp on field trip days.
  - Stay with your group and group leaders.
  - Always keep track of your partner.
  - Listen to your counselor.



- **Wear your Park District of La Grange camp T-shirt on ALL trips.**
- Follow the rules of the facility we are visiting.
- DO NOT TALK TO STRANGERS.

### **SWIMMING (Camp Quest)**

Swimming will be offered once or twice a week for your child at the Westchester Park District Pool. Swim days are Monday, Tuesday & Thursday for Camp Quest. Parents will be notified on the Monday of each week as to which day their child will swim. The children will be transported in the Park District bus. Swim groups will consist of a maximum of 12 campers. On swim days, the group of campers will swim from 12:00 – 12:45 p.m. They will be off park grounds for an hour and 45 minutes. Please send your child with a swimsuit and towel to camp. Please make; sure your child knows how to apply their own sunscreen; camp counselors cannot do it for them. It is strongly advised that campers bring sprayable sunscreen. If your child is not interested in swimming please let the Camp Director know.

### **PAYMENT PLANS – CAMP MIGHTY MUNCHKINS & CAMP QUEST**

Payment is due in full at the time of registration if registering for three weeks or less. If registering for more than three weeks, a \$25 deposit may be made for each of the additional weeks to secure your child’s spot in camp. Please note that the deposit option is not available with online registration or during Early Bird registration. ***For weeks not paid in full a credit/debit card authorization must be signed at the registration office allowing the Park District to charge your card for each weekly payment.*** Payments will be processed the Wednesday prior to the session start date.

### **EARLY BIRD REGISTRATION**

Early Bird Registration will begin on Thursday, February 1<sup>st</sup>. Register in February or March for our half day or full day camps and receive 10% off the registration fee. Fees must be paid in full at the time of registration in order to receive the early bird discount. Second child discount does not apply in February or March.

***\*\*This discount only applies during the month of February & March 2018.***

### **REGISTRATION DEADLINE**

The registration deadline for each camp session is the Thursday BEFORE each camp session begins. There will be a \$10 late fee for registrations received after Thursday. Please note that camp site staff cannot accept registrations and/or payments. All registrations and inquiries in regards to registrations must be made at the Recreation Center office.

***We appreciate your cooperation with these guidelines.  
We want your child to have a fun, safe and memorable experience this  
summer participating in the Park District of La Grange day camps!***

