



Preschool & Swimming

Camp 2018

Parent Handbook



Norridge Park District's
Early Care and Preschool academy

4631 N. Overhill

Norridge, IL 60706

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www.norridgepk.com

****ALL CAMP FORMS DUE 48 HOURS BEFORE THE
FIRST DAY OF CAMP****

Eileen Wright, Camp Director/Program Coordinator

Jennifer Menold, Asst. Camp Director/Athletics



**The Norridge Park District's
Summer Day Camps
Summer 2018 Parent Handbook**

Welcome to the Norridge Park District's summer camps program. Thank you for choosing the Norridge Park District. Our camp staff is committed to providing a fun-filled and safe summer experience for your child.

Summer Camp Programs Available

- **Preschool Camp** – for children ages 3-5 who have turned 3 before their camp start date and are fully potty trained. The camp runs from 9:00am – 12:00 noon Monday through Friday. Parents may choose the week(s) they want to enroll their child. Each week is based on a theme and includes a daily splash time in the tot pool.
- **Swimming Day Camp** - for school aged children aged 5 – 12 years old. **Five year olds must have attended Kindergarten or have turned 5 by September 1, 2017.** The camp runs from 9:00am – 3:00pm Monday through Friday. Parents can register for any of the four two-week sessions; there is also a one week session July 9th-July 13th. The program includes a daily swim lesson provided by a qualified Norridge Park District instructor, open swim three times each week, playground, sports, games, arts & crafts and a field trip once per session.

Administration

The Summer Camp program is directed by Eileen Wright, Program Coordinator of the Academy. The Summer Camp Programs are located at the Norridge Community Park District, 4631 N. Overhill Ave. The main office phone number is 708 457 1244. If you need to call before 9:00am or after 3:30pm you can call the Early Care & Preschool Academy anytime between 6:30am and 6:00pm at 708 453 2141.

Camp Staff

The Summer Day Camp Staff is carefully chosen. We employ child-oriented staff experienced in recreation, education, and/or childcare that enjoys their occupation. Staff are carefully interviewed, selected, screened and trained.

Hours of Operation

Preschool Camp: 9:00am – 12:00 noon
Swimming Day Camp: 9:00am – 3:00pm

Admissions and Enrollment Policy

The Norridge Park District Summer Day Camp Program accepts any eligible child whose needs can be met in its setting with or without reasonable accommodation. In all cases children must be able to participate and substantially benefit from the program without risk to themselves and / or others. No parent or child shall be unlawfully discriminated against with respect to the child's admission to or participation in, camp programs.

Registration

Registration and payment for each session must be completed two weeks before the anticipated session begins. A one time per summer registration fee of \$10 covers the cost of a camp T-shirt and allows you to register for further sessions.

Refund

- Before a program begins: A full refund, less a \$5.00 service charge, will be given if a participant withdraws from a class at least 48 business hours prior to the first scheduled day (participant must complete a Refund Request Form).
- After the program begins: A refund will ONLY be given during the first half of the scheduled session for an illness (a doctor's excuse must be presented and a Refund Request Form must be completed). **Refunds will not be given for any reason during the second half of a scheduled session.**

Additional Child Discount

Additional child discounts are given to families with more than one child enrolled in the same program. This discount will be applied to the child/children with the lesser tuition fee or the older child/children at the rate of 20%.

Residency Status

To be considered a resident of Norridge, the enrolling family must provide a minimum of two forms of identification. The first form must be a valid Illinois driver's license or state I.D. with an in-district address (see office for address listings). The other form must be current utility bills, credit card bills, lease agreement, mortgage payment, etc.

NSF & Returned Checks

NSF checks are assessed an additional fee of \$25.00. Recovered monies are taken in cash or credit card only. Returned checks are assessed an additional fee of \$10.00. Please note: if the camp program receives three NSF checks from an individual/family, that family will be put on a CASH or CREDIT CARD ONLY payment plan

Forms

The parent/legal guardian is to complete, sign and return all camp enrollment forms 48 hours before the program begins. The Park District does not require campers to have a medical examination to attend camp. If your child has special needs such as allergies, medical alerts or concerns, please include this information on the form provided. Children will not be accepted into the camp program without the completed forms on file.

Special Needs

It is the parent/legal guardian's responsibility to notify the Park District of any physical, mental, or emotional conditions that might require special attention by our program staff. It is the policy of the park district not to unlawfully discriminate against otherwise qualified children on the basis of physical or mental disability. The park will make reasonable accommodations to permit qualified children with disabilities to participate in the summer camp programs. With proper advance notification we work with the parent, child, camp staff and the West Suburban Special Recreation Association to provide the best possible conditions for a positive camp experience.

What Campers Should Wear

Children should wear comfortable, durable play clothing appropriate for weather conditions. Shoes should be appropriate for safe sport play and walking. Labeling of clothing is recommended. Expect that clothing worn to camp will become dirty as the children play. Each child will receive one camp T-shirt on his/her first day of camp. Campers will be notified when they need to wear their camp shirt (typically on field trip days or special event days). Preschool campers and Swimming Campers should arrive at camp wearing swimsuits under clothing; a towel and change of clothing should be brought for after swim time. A water bottle and sunscreen are also advised (please label). All campers should have a small daypack to keep belongings organized. *The Norridge Park District is not responsible clothing and items brought to camp.*

Food

- Preschool campers need a labeled, non-refrigerated, snack in a sack. Please try to send a healthy choice for your child suggested foods are: fresh fruit, raw vegetables, crackers, half a sandwich, cheese, juice boxes, etc. (Please remember, this is only a snack and not a full lunch.)
- Swimming Campers need a labeled, non-refrigerated sack lunch with a drink and snack. We highly recommend healthy foods. Gum and candy are discouraged.
- As noted above, the children are encouraged to carry a labeled water bottle for use throughout the camp day.
- In addition to the sack lunch, the campers who participate in the afternoon open swim time will have an opportunity to purchase concessions on a designated day during the week.

Valuables and What Not To Send

We insist that harmful toys, guns, large amounts of money, valuable jewelry, expensive clothing and shoes or any other items of value never be brought to camp. Cell phones, I-Pods, hand held games, and other electronic equipment do not have a place in camp and should be left at home.

Lost and Found

Lost items are turned into the camp office. If your child misplaces something, stop by the office to check the lost and found. The Norridge Park District's pool office also has a lost and found and many misplaced items can be found there during the summer months. Any unclaimed items are cleaned out monthly and given to charity.

Please note: The Norridge Park District will not accept responsibility for any child's item that is lost, broken, misplaced, stolen, or loaned to other children and /or staff.

Camper Absence Policy

If your child will be absent or late coming to camp, notify the camp office at 708 457 1244. During camp hours we are often busy in the field and are unable to answer the phone. If your call can't wait, leave a message or call the Early Care & Preschool Academy at 708 453 2141.

Health and Safety

Your child's health and safety are a priority with us. Each group leader carries a basic first aid kit and paramedics are always called in the event of a more serious injury or accident. It is required that all campers have the required immunization shots including tetanus. For minor cuts, bumps, bruises, scrapes, etc. the staff administers first aid and completes an accident report form. The first aid procedures are very basic. Soap, water, band-aids, and ice packs are the only forms of treatment allowed. Camp administration and many group leaders are certified in First Aid and CPR/AED. At the time of registration all parents must sign a consent form authorizing the Norridge Park District to administer emergency medical treatment. Your signature on the enrollment form gives the hospital permission to care for your child.

Please note: The Norridge Park District does not carry medical, accident or loss of property insurance for program participants, as the cost would make the program fees prohibitive. Please review your own personal health insurance plan to be certain that you and your family have proper coverage.

Accident/Incident Reports

Every time a child gets hurt, however slight the injury; the group leader prepares a report. If the injury is serious (injury to the head, wound that is bleeding, a deep cut requiring stitches, suspected broken bone, or a severe insect bite) the parents will be notified immediately. All accident reports must be signed by the child's parent and become part of the child's camp file. Please encourage your child to report injuries to camp staff so that proper first aid can be administered and a report prepared.

Illness

If your child becomes ill while at camp, a parent will be notified. If a parent is unavailable, the emergency contacts will be called. If your child is ill or has a fever, we discourage his/her participation at camp. In the event of a contagious disease, please notify the camp office as soon as possible.

Medication

The camp only administers medication for life maintenance purposes, such as insulin for a diabetic, an "epi-pen" for a specific allergic reaction, or an inhaler for an asthmatic. A written note confirming such a condition is required from your physician. Medications that are vital to a child's health, such as an asthma inhaler, diabetes supplies, or an "epi-pen" for severe allergic reactions will be kept by the group leader in the first-aid bag. All other medication is kept in the camp office and stored under lock and key. In order for medicine to be administered to a child in need of maintenance medication, a release form must be signed by the parents and kept on file in the camp office. Medication must be in its original container and all prescription medications must be labeled with the full pharmacy label. Please contact the camp's administrative staff for further information.

Please note: the camp staff will administer no other forms of medication. This includes over the counter medication as well as prescription antibiotics.

Camper Drop-Off and Pick-Up Procedures

Camper drop-off is along the path leading from the Norridge Community Park District's parking lot up to the Recreation Building at 9:00am. Group leaders will have signage designating their groups. Administration will also be on hand to assist with directing campers to the appropriate groups. Parents and guardians are asked to let the camp leaders know your child is present – attendance will be documented. Parents/guardians who are dropping campers off late must locate the child's group and check in with the group leader. Assistance with group location can be found in the camp office. *Please note: The parent agrees that the Park District shall have no responsibility or liability for any child dropped off by a parent without accompanying the child to his/her group and having attendance documented by a group leader.* When dropping off your child, please remember do not double park, park in residents drive ways or park on the opposite side of the street where there is no parking. The Norridge Police Department will be giving out tickets.

Camper dismissal will take place in the same location the group met. Preschool dismissal is at 12:00 noon while Swimming Camp dismisses at 3:00pm. **AN AUTHORIZED ADULT (at least 16 years old) MUST SIGN OUT EACH CHILD.** Children will not be allowed to leave camp without an authorized adult escort. The Norridge Park District will not release a child to any person, whether related or unrelated to the child, who has not been authorized by the parent or parents to receive the child. If someone other than those authorized on the enrollment form must pick up your child for any reason, the camp office must be notified of such an occurrence in writing, (a written note of consent faxed to the camp office at 708 457 8385 will suffice), followed by a telephone call from camp staff to the parent at a telephone number on file in the camp office. The camp will not accept notification of any changes in pick up or emergency contact information over the phone. *The note or fax must include the following information: The adult's full name, the adult's address as it appears on his/her photo ID, and a signed permission from the child's parent authorizing the parent's consent to allow this person to pick up their child.*

Park District Employees

Employees of the Norridge Park District are prohibited from picking up children from the camp other than their own. Norridge Park District employees are not permitted to be placed on a parent's authorization list.

Late Pick Up Policy

In the event that a camper is not picked up 10 minutes after the camp program ends, he/she will be escorted to the camp office where parents and emergency contacts will be called and asked to

pick up the child. If no one can be reached within 45 minutes after dismissal, the Harwood Heights Police Department will be contacted. **Late pick-up fees will be applied 10 minutes after camp program ends at rate of \$1.00 per minute. Late fee must be paid next camp day or child will not be accepted.**

Please keep in mind: the day camp program does not provide before or after day camp care. Camp begins promptly at 9:00am and ends at 12:00 noon for preschool campers and at 3:00pm for Swimming Campers. An authorized adult must sign out all campers.

Rain Days

Camp will meet rain or shine. In the case of inclement weather the campers will meet in the Norridge Park District's Recreation Building where camp staff will direct indoor activities.

Ozone Alert

In the event that the temperature exceeds 95 degrees and / or an Ozone Alert has been issued, the children will participate in swim activities and spend a limited amount of time out of doors. The majority of the camp activities will be held inside the Recreation Building.

Sun Policy

Campers are vulnerable to sun exposure due to the outdoor nature of our program. To minimize sun exposure without compromising camp program goals we request the following help in preparing your child for camp:

- Have child wear sun protective clothing including a hat and a white t-shirt for the water
- Have child wear an inexpensive pair of durable sunglasses
- Have child use sunscreen. Make sure sun screen is broad spectrum (protects against UVA and UVB rays), waterproof, and SPF 15 or higher.
- Supply your child with sunscreen for reapplication during the camp day.

We make every effort to have the campers in the shade whenever sun exposure is at its peak. We also remind campers to reapply and use the sunscreen parent's send. Please work with your child on self-application of sunscreen.

Swimming

It is the policy of the Norridge Park District's Pool to remain open if the air temperature is 65 degrees or higher. The decision to enter the pool for swim lessons is decided by the pool staff. The decision is usually made 30 minutes before the child's scheduled swim time and after weather conditions have been assessed. If lightning is spotted any time during the day, the pool is closed immediately and will not reopen until all occurrences of lightning have stopped within a 15-minute time frame.

Children have the option of entering the pool or not during splash or open swim time. The camp staff does not force a child into the pool. Park district lifeguards and the camp counselors supervise swimming.

Field Trips

Field trips are part of the Swimming Camp program. Campers are required to wear their Park District t-shirts and bring a sack lunch as required.

- Fees for all trips are included with your registration. Extra money is not required, but may be brought for snacks, souvenirs, etc.
- Trip transportation (other than walking trips) is provided by school bus or the Park District Child Care bus.
- Please have your child at camp promptly prior to trip departure to avoid missing the bus.
- Individual trip details will be provided for each trip.
- All children must have signed parent/guardian permission for field trips on file.
- Parent chaperones may be needed depending upon the number of children participating.
- Alternate trips may be used in the event of inclement weather or unavailability of scheduled trip.

Communication with Camp Staff

We encourage open communication with parents/guardians to avoid any misunderstanding(s). We will do our best to address your concerns and to resolve them in a fair and prompt manner. Your cooperation and support is greatly appreciated in regards to this matter.

Additional Summer Camp Rules and Regulations

- No camper may leave the park grounds without a staff member unless a parent or guardian has picked-up and signed-out the child.
- The Norridge Park District prohibits the use of tobacco, alcohol, drugs, or firearms, etc., on the park grounds. If a child participates or is suspected of participating in such activities, he or she will be immediately discharged from the program.

Statement of Understanding

At the time of camp enrollment you must sign a statement of understanding indicating your intent to read and adhere to all policies in the parent handbook, and any subsequent amendments. From time to time policies are reviewed, added, or changed. If so, an addendum is issued to all families to attach to their existing handbook.

Norridge Park District's Summer Day Camp Programs

GUIDANCE AND DISCIPLINE POLICY

It is the philosophy of the Norridge Park District's Summer Day Camp Programs that positive discipline practices will be used to show each child consideration for him/herself as an individual, respect, and that there are consequences for inappropriate behavior. Positive discipline will be used to help each child grow in self esteem, develop self-control and successfully become a member of the group. Discipline is an ongoing process – a teaching process. Disciplinary actions are the sole responsibility of the camp staff employed by the Norridge Park District, the adults who have an ongoing relationship with the child. Parents will be informed of any situations pertaining to discipline and directly involved in the process of resolution.

Please review the following camp policies with your child:

- Speak in a pleasant manner – no inappropriate language or comments.
- RESPECT other campers, staff members, their belongings and the environment.
- Refrain from disparaging remarks including comments against an individual's race, ethnic background, religion, physical appearance, or disabling conditions.
- Treat all equipment and supplies with proper care and respect.
- Remain with your group and a Norridge Park District staff member at all times.
- Protect your feet by always wearing shoes.
- Refrain from causing bodily harm to other participants or staff.
- BE SAFE – always follow all camp, pool, and bus safety rules.

The following discipline guidelines are recommended:

- A time out procedure will be used only when necessary to separate a disruptive child from the group. Removal from the group to help a child gain control shall not exceed 10 minutes depending upon the age of the child.
- There will be no corporal punishment (including hitting, spanking, beating or any other measures to induce pain). No child will be humiliated or subjected to abusive or profane language, threats of punishment, or derogatory remarks toward the child. Discipline techniques will not humiliate, shame reject, or frighten a child.
- Discipline will not include withholding food, rest, or toilet use.
- No child will be placed in a room alone.
- No physical restraints will be used to confine a child. There is one exception: physical restraint procedures will be used when a child is in danger of harming himself, herself, or others.
- The Norridge Park District's Summer Day Camp Programs believe that children should have the opportunity to solve their own problems. It is our job to provide them with a variety of strategies, give positive reinforcement, and teach responsibility.
- The Norridge Park District aims to provide a developmentally appropriate program that is consistent and structured to meet the needs of individual children. While it is recognized that children in a social setting may display violent and/or challenging behavior at times, exclusion proceedings will begin when a child exhibits regular behavior that is detrimental to him, her, and/or others in the group. In addition, there are times when a philosophy will differ from that of the Norridge Park District. In those cases every effort will be made to accommodate the family, but at times, families will be asked to leave the program to find another program whose services/philosophy more closely meets their needs.

For minor offenses, campers will be verbally warned, redirected, and/or issued a short time-out if needed. For repeated problems and those of a more serious nature, the camper will be taken to the camp office and parents will be notified. All repeated problems or serious incidents will be documented, signed by parents and kept on file. Depending upon the severity of the offense, dismissal from the program may result

Dismissal Procedure

If a child continues to exhibit problematic behavior after staff has followed the discipline policy, or the child's behavior constitutes a major incident determined by the camp administrative to be of sufficient severity to warrant immediate dismissal, the dismissal procedure shall go into effect. During the entire dismissal process the Director of the Parks and Recreation will be kept informed. The Director of the Parks and Recreation and the District's Board of Commissioners has worked together in conjunction with the camp's administrative staff to develop this policy. It is with their support the camp programs will continue its efforts to protect the physical and emotional well being of the children in the program, and to keep every child in camp safe and free from harm.

Except in instances of conduct by a child determined by camp administrative staff to be of sufficient severity to warrant immediate dismissal, the following guidelines will be followed in implementing the dismissal procedure:

1. The parents will be kept informed of their child's problematic behavior through incident reports and/or parent contacts.
2. In order to determine a workable solution to the problem, the camp's administrative staff will call for a multi-disciplinary staffing. Input shall be obtained from all persons including parents and staff who have worked or are currently working with the child in a significant capacity. If the parent chooses not to attend the staffing, he/she will be notified of the meeting's outcome. A summary of the staffing and any recommendations made will be filed in the child's cumulative enrollment folder.
3. If the child continues to exhibit the behavior which led to the staffing described above, the child will be escorted to the camp office. The parents will be notified and asked to pick up the child. A staffing will again be scheduled between the staff, administration, and the child's parents. Expectations and rules will be reiterated at the staffing with notice that if the child exhibits the problematic behavior again the child will be put on suspension from the program.
4. If the problematic behaviors occur again, the child will be suspended from the program for a minimum of two days to a maximum of two weeks. The severity of the child's actions will determine the amount of time the child serves suspension.
5. Upon return of the child, if another incident occurs, the Camp will terminate the child's enrollment in the program. Parents will be required to sign the dismissal report.
6. If it is determined that it is in the child's best interest to terminate enrollment, the child's parent's needs will be considered by planning with parents to meet the child's needs when he/she leaves the program, including referrals to other agencies or facilities.
7. The date of the child's last day will be give to the parents with as much advance notice as possible under the circumstances.
8. If the problematic behavior exhibited by the child involves repeated major incidents, or a single major incident determined by the camp administrative staff to be of sufficient severity to warrant immediate dismissal, the child may be dismissed immediately. In such an event, reasons for the dismissal will be presented clearly in written form, approved by the Camp Director and forwarded to the Executive Director of the Park District. The child's parents will be asked to sign the written dismissal report and will then be provided with a copy. The written dismissal report will also be placed in the child's cumulative enrollment folder.