



Summer Camp Reference Guide

Updated 6/3/17

Camp Philosophy

Our goal is to provide each camper with the opportunity to:

- Participate in safe & fun recreational indoor/outdoor environment that promotes both enjoyment and successful learning experiences for everyone
- Learn how to play fairly, be creative and use teamwork effectively, which in turn will help to ensure the safety of all campers enrolled in the program
- Develop a positive sense of self and respect for property and equipment
- Develop an appreciation of nature and enjoyment of being in the great outdoors

Program Content

All camp programs have a balance of both quiet and active activities in the indoor and outdoor environments. Weekly activities include: swimming twice a week for each full-day camp program. The Camp Operation Fun program will be provided with one field trip per week and the younger campers in Day Camp and Half-Day Camp will attend one field trip per session. Other fun and fulfilling activities for everyone involve arts and crafts, organized sports and games, playground experiences, special events such as gold rush day, Olympic day, etc. Other fun activities include board games, music and drama, nature events, hikes, and occasionally, it may include a cookout and/or an ice cream social.

Camp Locations

The main camp site for the Camp Operation Fun (COF) campers includes rooms 1 and 2 within the Community Center building, and the Day Camp and Half-Day Camp participants' main site is the Pavilion area in Veterans Memorial Park located on the corner of Dallas and Linden Streets. Both camps will utilize the recreational areas such as the playground, ball fields, tennis courts, day camp garage, gymnasium as well as other parks owned and operated by the Westmont Park District. Camps will meet rain or shine so please dress your child appropriately. In the event of excessive rain and/or threatening weather such as extreme heat, camps will be held indoors at the Community Center.

Camp Staff

All camps are supervised by a camp management team (CMT) who are both qualified leaders and experienced in camp programming. Camp responsibilities include overseeing the campsites, guiding and training the counselors, and organizing the camp activities in a fun and safe indoor/outdoor environment. Counselors are carefully selected for their caring nature and strong desire to help all children have a rewarding summer camp experience in a recreational setting. Many of the counselors are college students pursuing degrees in education/recreation and/or other related fields. Counselors, junior counselors and volunteers alike attend a detailed interview process and training program which includes topics such as: supervision, safety and problem solving techniques, curriculum development, and CPR/AED and First-aid training.

Attendance

If your child is sick or will be absent from camp, we would appreciate a phone call informing us of the absence. The Day Camp/Camp Operation Fun Hot Line number is **(630) 442-5300**. If we do not receive a phone call, then a phone call will be made to contact parents of the children who are absent after 9:00 am.

Late Arrivals

If your child is going to be late to camp, it is important that you contact the camp management team to provide them with the time that your child will arrive. If your child arrives late, please wait with your child until they have checked in with the camp staff, and they will be sure to bring your child to their respective group.

Note: In the event that there is a field trip and the group has already left, you will need to make other arrangements for your child for that day.

Camper Information/Emergency Form

This form was created in an effort to provide the camp staff with important information pertaining to your child. The recorded information is confidential and will be kept in a camp file at the Community Center. The behavioral guidelines for positive social interaction are included on this form and they must be followed by all the campers to make the camps safe and enjoyable for all the participants. The agreement states that the parent and child have read and understand the park district policy for acceptable behavior and discipline. The park district reserves the right to dismiss a camper whose behavior consistently disrupts the camp atmosphere or endangers the safety of him/her self or others. It is essential that this form is filled out completely and returned to camp when your camp session begins. If you did not receive this form before camp began or upon registration, please pick one up at the Community Center.

Daily Release & Authorization

Please indicate on the Camper Information/Emergency form all individuals that are authorized to pick up your child. If there is a change, we ask that you notify the camp management by telephone or in writing in advance. A picture ID will be required from the people whose names are listed on the camper participation form, which is strictly for the safety of the child. If the person is not authorized to pick up your child, your child will not be allowed to leave camp with that person until we are able to contact you.

Parental Custody

In the event that staff is notified of a custody issue regarding a camper, the staff will inform the camp management team immediately. Depending on the nature of the issue for example, if either party claims to have sole custody, partial custody, or that the other parent has no rights. Then, parents/guardians must present legal verification of these rulings. Any and all information presented and shared with staff members will remain confidential. If you should have further questions they can be directed to the Camp Management Team.

Arrival/ Departure Procedures

Please have your child arrive no earlier than 8:20 am, and be picked up no later than 4:10 pm.

- **The Day Camp and Half-Day Camp children should be dropped off/picked up at the pavilion on the corner of Dallas and Linden, which is the southwest corner of Veterans Memorial Park.**
- **Camp Operation Fun Campers are to go their camp site, which is located in the Westmont Community Center building in rooms 1 & 2 (main level).**

In case of inclement weather, the drop off /pick up point for all camps will be in the front of the Westmont Community Center building. Day campers and half-day campers should enter through the front doors and wait for instructions from the Day Camp Staff. Camp Operation Fun campers need to go to rooms 1 & 2 as stated above.

Walking/Bike Riding Procedures

Children walking or riding a bike to camp should observe the use of sidewalks and/or curbs, use caution when traveling and crossing streets, and arrive at camp no earlier than 8:20 a.m. The same methods apply to those who are walking or riding a bike from camp to home. It is your child's responsibility to lock up their property to a bike rack, which is located near the small ball field on the East side of the Community Center.

Pre/Post Camp

Pre-camp is from 7:00 a.m. to 8:30 a.m. and Post-camp is from 4:00 p.m. to 6:00 p.m. This will be held at the Westmont Community Center in rooms 1 & 2 on the main level. Structured activities will be provided including: games, arts, and crafts. There is an additional fee for pre/post camp. Payment is due the Saturday prior to the week you want to enroll your camper.

Late Fees

For the safety of your camper we require that staff remain at the site until all children have been picked up. Please reciprocate this courtesy by being on time for pick-up. Late fees will be assessed in the event you are over 15 minutes late in picking up your child. The fee is \$10 dollars after the first 15 minutes late and \$5 dollars for every 10 additional minutes thereafter.

Field Trip Rules

Day Camp and Half-Day Camp includes one paid field trip to a local attraction each session, and the Camp Operation Fun includes a paid field trip per week of camp. These field trips may include water parks, bowling adventures, movies, arcade, museums, etc. Trip information and a permission form will be sent home with your child in advance. This form must be signed by a parent/guardian and returned in order for your child to attend the field trip. Children may bring spending money (a reasonable amount) along on trips to use for souvenirs or snacks. However, the camp staff is not responsible in the event it gets lost or stolen. It is important that campers know the rules while being on a field trip so they can have an enjoyable experience. The rules are as follows:

- Wear your camp shirt
- Stay with your leader, assigned partner, group, and listen to your leader and follow directions at all times

- Follow the rules on the bus, which may be either a park district bus or a First Student Transit Bus. Be respectful at all times and always follow the rules of the facility being visited

Camp Clothing

Each child will receive two day camp T-shirts during the first week of camp. Anyone signing up for additional sessions will receive only one extra shirt at no cost. A camp shirt is required to be worn each day at camp, and especially on field trip days. Extra camp T-shirts will be made available for purchase after the beginning of camp for \$6 per shirt. Other appropriate wear includes shorts, pants and tennis/gym shoes (sandals are not recommended).

Head Lice

If a camper is found to have head lice, the camper's parent/guardian will be contacted immediately and the camper must be picked up from camp. The camper may not return to camp until treatment was preformed, a note from a certified hair salon verifying that any/all nits (eggs), nymphs, and adult size lice are no longer present on the child's hair. Personal belongings such as hats, grooming tools, etc. must be free of lice as well.

Sunscreen/Water

A large portion of the day will be spent outdoors in the sun so please apply sunscreen to your child before sending them to camp. We also ask that you send a bottle of sunscreen (**SPF 50 is recommended**) labeled with your child's name on the first day of camp. We will remind them throughout the day to reapply sunscreen and we will also help campers apply it, providing we have your approval in writing. Bottled water is highly recommended for each camper so please send an insulated container that holds water labeled with your child's name. Cooled beverages will be served during lunch each day and water fountains are available both indoors/outdoors for use at any time.

Weather Conditions

Camps will meet rain or shine so please dress your child appropriately. In the event of rain or excessive heat, camps will be held inside the Community Center building.

Medications

Medication forms must be filled out and signed by the parent or guardian in order for the camp personnel to administer medication to a child while he/she is attending camp. Forms are available on-line as well as at the Westmont Community Center.

Lunch

Each camper should bring their own lunch with them everyday. Please make sure that your child's name is written clearly on his/her lunch bag. We suggest your camper bring their lunch in an insulated container/box because it will stay cooler longer. Also, the lunches will be stored in a cool location and the park district will provide a cold beverage; however campers are allowed to bring their own drinks if they wish.

Snacks

All day campers will be given snack breaks during camp hours. Therefore, we do suggest sending along a few small healthy snack items that can be kept in their backpack so they may have them during the morning and afternoon break periods. A small snack and water should also be sent for those campers enrolled in the post-camp program.

Swimming

Campers from each camp will utilize Lions Pool in Clarendon Hills twice a week for recreational swimming. The outdoor pool is supervised by trained lifeguards as well as the camp staff. The swim days and times are set for Tuesdays and Thursdays from 12:30 p.m. – 3:00 p.m. However, this may change due to poor weather conditions and therefore, a make-up day will be offered. A swim test is conducted and information is recorded for each camper upon arrival at the pool. Colored wrist bands are used to visually ensure the swimming ability of each camper by the lifeguards. Non-swimmers are allowed to bring and wear a Coast Guard approved vest. If you do choose to send one, make sure to label it with your child's name and send it on swim days only.

Special Needs or Notes:

Westmont Park District strives to comply with the Americans Disabilities Act 1990. Therefore, if your child needs accommodations to participate in our camp, please let us know immediately so we can make arrangements through SEASPAR in advance to be able to meet the needs of your child. See Park District Guide for further information about the SEASPAR services.

Lost and Found

Please encourage you child to keep track of his/her belongings. Make sure to label all personal items. This will make it helpful if a lost item is found and turned in. The Park District is not responsible for damaged, lost or stolen items. Items not claimed will be placed in a box in the day camp garage and discarded at the end of the camp season.

Personal Items Not Allowed At Camp

Please make sure that campers do not bring these items to camp.

- Smart Phones, I Pads, Notebooks or any other electronic type items **are not** allowed during camp.

If any of the above items should be brought to camp, your child's counselor may hold them until the end of the day. However, please be aware that personal items are not the responsibility of the staff if these items are damaged, lost, or stolen.

Daily Items to Bring to Camp

- Lunch and bottled water or an insulated water bottle to refill as needed
- A light snacks packed in a separate bag w/child's name
- Backpack w/child's name
- Swimsuit (on camper's swim days) & plastic bag to hold wet items
- Towel labeled w/camper's name
- Sun Block at least 50 SPF spray type is recommended
- Life Vest (optional and it must be Coast Guard approved) label w/child's name
- Extra set of clothes in backpack if needed

Code of Conduct

The Park District Staff has implemented a code of conduct policy for all of our camp programs. These rules apply to all participants and parents/guardians. The following are the rules that all participants will need to follow in a joint effort to make the camp experiences positive and successful for all everyone enrolled in the camp programs. Parents/guardians and children alike are asked to read over these guidelines and sign this form before attending camp.

- **No bullying, verbal or physical abuse, threatening, obscene, disrespectful or physical violence will be tolerated.**
- **All threats and threatening behavior will be taken seriously and reported to the proper authorities.**
- **Participants must show respect to all staff, participants, all property, equipment and facilities.**
- **There may be no physical contact, verbal or physical harm towards any participants.**
- **Participants may not place themselves or others in dangerous situations through actions or behavior.**
- **No weapons or items that may be used as weapons may be brought to the program.**
- **Participants may not leave the program area without permission.**
- **Participants are responsible for their actions and belongings (Bags, jackets, school supplies, items brought from home with permission, etc.)**
- **Please note: cell phones and other electronic devices are not allowed at the program.**
- **No refunds will be issued for suspensions or suspended days of camp.**

Discipline Policy

It is our philosophy for discipline to teach participants to take responsibility for their own actions. We try to accomplish this through using specific directions, redirecting a child, positive reinforcements, motivation and through leading by example. Since each participant may have different ways of learning, several methods may be used.

- **1st Offense – Verbal Warning (depending on the severity, several warnings may be given).**
- **2nd Offense – A behavior report will be filled out and filed with the Recreation Supervisor and the parents/guardian. The parents will be required to sign the report, which will remain in the participant's file. The staff will work with the participant and parents to correct the behavior. (This may be issued immediately, without warnings for serious infractions).**
- **3rd Offense – Suspension- the participant will be suspended from the program for one to three days. The suspension will be in effect immediately or the first day following the offense (depending on the severity of the offense). The first time will be for one day and the second time for three days. The parent will be notified by the Camp Director or the Recreation Supervisor. Upon return from a three day suspension, if behavior continues, the Recreation Supervisor may permanently suspend a participant from the Summer Camp programs. Depending on the situation and the degree of the offense, the participant may be permanently dismissed from the program following the issuance of a behavior report. In the**

event of a major offense, the ruling will be determined on a case by case basis by board officials, see Park District Ordinance regarding behavior rules for further details.

At Summer Camp, we hold a “Zero Tolerance to Violence” policy. A participant that is physically or verbally abusive to another participant, volunteer or Park District staff will be immediately suspended without any prior warning. No bullying, verbal abuse, threatening or physical violence towards Park District staff, SEASPAR staff or any participant will be tolerated. All threats and threatening behavior will be taken very seriously and will result in an immediate suspension and possible dismissal from the program. In an effort to help reinforce positive behavior, the camp director will go over the camp rules the first day of each session of camp.