

Summer Day Camps Parent Handbook 2019

Morton Grove Park District

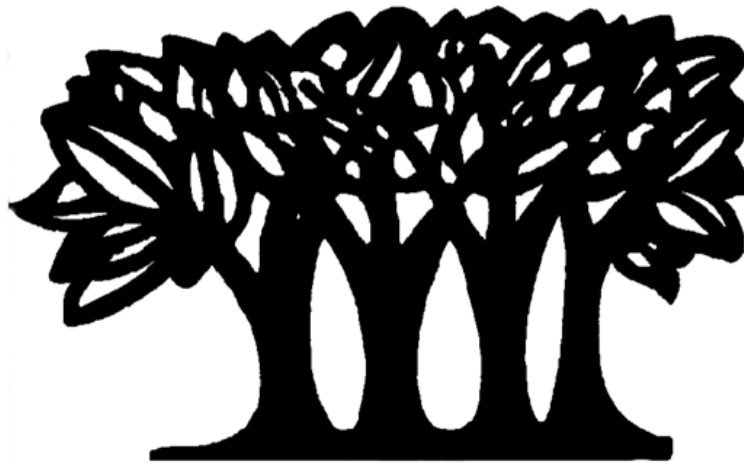


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Welcome

Dear Parents,

Welcome to Morton Grove Park District Summer Day Camps! Our staff is looking forward to providing an active and rewarding day camp experience for your child.

This Parent Manual was developed to assist you in preparing your child for camp. Please read the manual thoroughly and keep it in a convenient location so you can refer to it. The information in it is important and will help you help our staff ensure your child has a well-rounded camp experience.

We are excited to have your child in our summer day camp and we cannot wait for our fun-filled summer!

Please feel free to reach out to me if you have any questions regarding this manual or summer camp in general.

Sincerely,

Claire Baumgartner, Recreation Supervisor

847-965-0604

cbaumgartner@mgparks.com

Staff

All camp activities are under the administration of the park district's full-time recreation supervisor, Claire Baumgartner. On-site supervision is the responsibility of the camp coordinator, Sarah Fleck, the assistant camp coordinator, Donna Schutz, and the head counselors at each site. We are welcoming back many experienced counselors from last year and adding new, talented and energetic people to supervise your children daily.

Communication

Communication is very important to the success of camp. All of us, parents, counselors, head counselors and coordinators are working together to ensure that each child has a positive experience at camp. **Most information for summer camp will be provided electronically to you. Please make sure you provide us with a valid email address that you check on a regular basis.**

We utilize the following communication methods:

Weekly Camp Schedule – Each camp has a designated area where the weekly schedule will be displayed. Please check with staff to locate the area for your camp. These schedules will be sent out via email on the Thursday prior to each week.

Important Notes - Any important information will be distributed either electronically or to each camper in a paper format for him or her to take home to their parents.

Evaluations- You will receive an evaluation of summer camp at the end of the summer. We look forward to and appreciate your input to help us improve our program's quality. Please do not feel that you must wait for an evaluation to let us know if you have any suggestions or comments. Always feel comfortable talking to the staff or to our Recreation Supervisor, Claire Baumgartner.

Phone – You may contact the Camp Cell Phone at any time to give any necessary information to staff. In emergencies, when camps cannot be reached, please call the Morton Grove Park District Administrative Office at 847-965-1200.

Site Addresses and Telephone Numbers

Kidventure Kamp	Junior Camp	Mor Gro	Teen Times
Mansfield Park 5830 Church 224-415-1126	Oketo Park 8950 Oketo Ave 224-415-1125	Harrer Park 6250 Dempster 224-415-1129	Prairie View Community Center 6834 W. Dempster 224-415-1124

AM Rise & Shine:

All Camps Prairie View Community Center 6834 Dempster St 847-965-1200

PM Extended Day

All Camps Prairie View Community Center 6834 Dempster St 847-965-1200

*You may call the park district phone number to leave a message for these camps.

Pool Phone Number: Harrer Pool: 847-966-0984 Oriole Pool: 847-583-8258

Arrival Procedure

When arriving at camp each day, please walk your child into the building and/or to the camp site. Sign him/her in on the sign-in sheet and notify the counselor of your arrival. Coming into the facility allows for communication between parent and staff and ensures the safety of your child. Be sure to park in designated parking spaces in parking lots. Please do not park in circle drives or curbside loading zones.

Pick-up Procedure

Children are to be picked up from the designated pickup spot. Anyone picking up children must come into the facility. Staff are unable to release children to any person (related or unrelated) who is not listed on the Camper Authorization Form as an authorized person to pick up the child. Persons unknown to the staff will be required to provide a form of photo identification to establish identity prior to child's release from any camp program. If you would like your child to be able to sign themselves out of camp, they must be in 5th grade or above and have a signed note/permission slip.

If you wish to add individuals to the authorized pick-up list, you may do so by submitting changes in writing to the head counselor.

Late Pick-up

Parents are to pick their child up at the time their program is scheduled to end. There is a 10-minute grace period. Beginning at 10 minutes after your child's scheduled camp pick up time, parents will be charged a fee of \$1 for every minute they are late.

If parents are continuously late picking up their child from a camp program, they will be required to enroll in the Extended Care program.

Rise N Shine Program

Beginning at 7am each day, campers enrolled in Rise N Shine should be dropped off at Prairie View Community Center. Staff will keep your child involved in low-key activities until the start of camp. At the end of this program, all campers will be transported by a park district staff member to their regular camp program. A cereal breakfast is included.

There is an additional fee for this program.

Extended Care Program

All campers enrolled in this program will be transported from their camp each day to the Extended Care program at the Prairie View Community Center. Daily snack will be provided, and campers will be able to choose from a variety of activities such as sports, crafts, board games and more. This program ends at 6pm each day.

There is an additional fee for this program.

Dressing for Camp

Our program encourages outdoor play. Children spend most of their time at camp outside so please dress your child appropriately. We ask that children wear gym/tennis shoes and clothes that can get messy. **For safety purposes, sandals are not recommended for camp.** However, they can bring sandals to camp for use at the pool and beach. Your child will have a more enjoyable camp experience if dressed appropriately for camp activities.

Camp Field Trips

Junior Camp and Camp Mor Gro will go on field trips every Friday. Teen Times will go on field trips each Wednesday and Friday. Each camper will receive one (1) t-shirt for the summer. Campers will receive their camp shirt prior to the first field trip. **Campers must wear their camp T-shirt on field trip days. Replacement shirts are \$10 each (limited availability).**

Swim Days

Junior Camp, Mor Gro and Teen Times all swim on Mondays, Tuesdays and Thursdays. When campers are visiting one of our local pools or on a water park field trip, children must wear a swim suit to enter the water. Camp Counselors will be required to be in the water supervising. At the pools, there will also be lifeguards on duty to enforce rules and respond to aquatic emergencies. Our campers only swim in facilities that are staffed with qualified lifeguards.

Sun Protection

Staff will try their best to protect your child from sunburns this summer. However, these are outdoor based camps where children will be exposed to the sun. Children can get sunburned even in the morning hours or on a cloudy day. **Counselors are not permitted to apply sunscreen to campers so please, help us protect your child from the sun by applying sunscreen to face, arms and legs before you bring him/her to camp each day, even when it is cloudy.** Please send your child with a bottle of sunscreen so they can reapply throughout the day.

Medical Emergencies

By signing up for camp, you have signed a waiver stating that you have authorized the Morton Grove Park District to administer emergency medical services as needed to your child. In the event of a medical emergency and/or accident, staff will provide first aid. If the injury requires emergency attention (other than minor injuries such as cuts, scrapes, bruises, etc.) we will contact the parent. If the parent is unable to be reached in a reasonable amount of time, the emergency contact provided on the camper authorization form will be contacted. In an event that both the parent or emergency contacts cannot be reached and emergency care is required, the staff will call emergency services for the child to be transported to the nearest hospital. If the emergency is life threatening, emergency services may be contacted prior to calling a parent or emergency contact. A Morton Grove Park District staff will accompany a child in the ambulance and wait at the hospital for a parent/caretaker to arrive. Your authorization for the staff to take whatever emergency medical measures deemed necessary is understood to be part of this agreement.

Medications

If your child needs to take medication at camp, a **Permission to Dispense Medication Form** must be filled out completely. These forms are available online and should be turned in with your regular paperwork before the first day of camp.

Prescription medications must be brought in the original container and labeled with the child's name, directions for administering the medication, the date, the physician's name, the prescription number and the drug store or pharmacy.

Never send your child to camp with medications in their lunch, backpack, or let the child carry it to self-administer the medication. Every kind of medication, including aspirin, inhalers, etc. must be turned into camp personnel for the safety of your child and other children at camp.

Illnesses

For the protection of all children, your child should NOT be brought to camp if showing any of the following symptoms:

- A temperature
- Diarrhea or vomiting
- A rash
- Nasal discharge
- Head lice

Parents should exercise every precaution and keep their child home for twenty-four (24) hours once these symptoms have occurred. In case of head lice, a child should stay home for 24 hours after his/her first treatment. Children must feel well enough to participate in all regularly planned camp activities to return to camp after an illness.

If the child has a contagious disease, he/she should be kept home, and **YOU MUST REPORT THE CONDITION TO THE HEAD COUNSELOR OR RECREATION SUPERVISOR IMMEDIATELY.** Included in this category are conditions recognized as "highly contagious" such as Strep Throat, pin worms, measles, mumps, chicken pox, scarlet fever, head lice, pink eye, etc. Parents will be informed of such illnesses that are reported to staff via email.

Emergency Contacts

Parents are required to provide emergency contacts. These are listed on your child's Camper Authorization Form. Emergency contacts will be contacted when we are unable to reach parents at the numbers provided. If there are any changes or additions to the emergency contacts, please submit them in writing to the head counselor.

(15) Passenger Van Usage

All staff driving passengers in a park district vehicle are 21 years of age or older. All drivers have obtained a drivers' abstract that is submitted to our Human Resource Coordinator, which shows they maintain a good driving record. We take van safety very seriously. All passengers must properly wear their seat belts at all times. Booster seats will be provided and mandatory for all children under the age of 8 being transported in a park district vehicle. This does not include transportation via school bus.

Seizures

Please indicate on the Camper Authorization Form when registering if your child is "seizure prone." Please add any information for the staff to look for, such as triggers or signal of symptoms. Information may be added to this form by submitting changes in writing to the head counselor.

Lifeguards will be notified of campers who are seizure prone. These campers will be asked to wear a wristband at the pool, so lifeguards can easily recognize them if a problem arises.

Toys from Home

To improve the camp experience for everyone, we encourage campers not to bring toys from home. The use of cell phones, iPods, spinners, and hand-held games will not be permitted. The Park District is not responsible for any personal items that are lost or stolen.

Personal Items to Bring to Camp

Children should bring the following items to camp each day. Please label everything your child brings to camp with a first and last name.

- A sturdy bag (backpack, tote bag)
- Water bottle
- Sunscreen
- Bathing suit and pool towel (on swim days)
- Flip-flops or sandals for the pool (on swim days)
- Sack lunch and drink (unless otherwise noted on weekly newsletter)

Lunches will be kept cool indoors in a refrigerator. There is no microwave access to heat up any camper meal. If a camper does not have a lunch, a parent/guardian will be contacted and asked to bring one.

Discipline Policy

In keeping with our program goals, we encourage fun for all participants. However, certain rules are necessary to ensure everyone's safety and enjoyment. It is important for children to learn and respect the limits of acceptable behavior at Park District programs and elsewhere. Discipline is helpful in creating the inner controls of the child. Our goal is to encourage self-discipline within each child.

Participants are expected to exhibit appropriate behavior at all times. The Park District's behavior code is as follows:

1. Show respect to all participants and staff.
2. Refrain from using foul language and/or inappropriate gestures
3. Refrain from causing bodily and/or emotional harm to self and others including staff and fellow participants.
4. Show respect to equipment, supplies and facilities.

Discipline Procedures:

A caring, positive approach will be used regarding discipline. Morton Grove Park District camp staff will review rules and explain consequences with all children at the beginning of each new session. Any situation that may arise will be evaluated on its own merit.

If a participant exhibits inappropriate actions, the following general guidelines will be followed:

1. Verbal warning is given.
2. A break from the activity to give the child(ren) the opportunity to improve behavior.

3. If necessary, a Daily Behavior Report or a Conduct Report will be written. Parents will be contacted and required to review and sign the conduct report.
4. Three conduct reports of any nature require a meeting with the head counselor, camp coordinator, recreation supervisor and parents to discuss appropriate action. Appropriate action may include a suspension from the program. When determining the timeframes of suspension, staff will consider the severity of the actions, the length of the program, any past behavior issues, and willingness to improve inappropriate behavior.
5. Removal from program.

We will not tolerate continued misbehavior that is disruptive to camp or endangers participants or staff. If behavior is deemed as such and corrective actions have been exhausted, your child will be dismissed from the program. The Morton Grove Park District reserves the right to dismiss a participant whose behavior endangers the safety of himself or others.

If your child has brought to your attention a problem that he/she has had during the day with another camper, please bring it to the attention of a staff member.

Any concerns your child has at home may affect behavior during the camp program. Please keep us informed of any unusual circumstances so that we can be sensitive to your child's needs. All information shared will be kept confidential.

Junior Leaders

Camp Mor Gro and Junior Camp both utilize Junior Leaders in Training. The Junior Leader program is structured to develop future counselors. The role of the Junior Leader is to assist counselors with daily activities. Those enrolled are considered participants.

Payment Deadlines

Payments for camps with deposits are due on the following dates:

Session 1	June 3
Session 2	June 17
Session 3	July 1
Session 4	July 15

Camp S'more: July 31

If payment is not received by the due date, your spot may be filled by another child on the wait list.

ADA Compliance

The Morton Grove Park District and the Maine-Niles Association of Special Recreation (M-NASR) believe that all individuals should be provided with leisure opportunities that allow for performance at their highest level of ability.

M-NASR and the Morton Grove Park District adhere to the following basic principles when providing accommodations to allow for successful inclusion of individuals with disabilities in Park District activities.

Principles of Inclusion

1. The interests and needs of the individual participant will be addressed.
2. The concerns of the family will be considered.
3. The Park District staff will be given support by M-NASR.
4. Options and choice of participation will be made available to individuals with disabilities.

If your child needs any accommodations, please make the staff aware of this by noting it on the Camper Authorization Form. This information assists us in creating a great experience at camp.

Photo Policy

Photographs and videos are periodically taken of participants while they are engaged in one of our summer camp programs. Please be aware that these photos may appear in the local newspapers, their websites or Park District publications. If you do not wish to have your child identified in a photograph, please put your request in writing to the head counselor of your child's camp site.

Frequently Asked Questions

The following is a list of typical questions and concerns and the staff that can best assist you:

Daily Camp Activities: Refer to camp schedule. Every camper receives a schedule. If they enrolled in consecutive camp sessions, this schedule is provided before the next session begins. A schedule is also posted at each camp site.

Payment or Registration Questions: Please direct these types of questions to our Guest Services Manager, Liz Manning, at the Morton Grove Park District 847-965-1200, Ext. 3020.

Allergies: Please make sure this information is noted on the camp authorization form and the head counselor is aware of the situation. In addition, if your child requires medication during Camp hours, you must complete a Medication Dispensing Information Form.

Behavior and how they are interacting with others at camp: Concerns about behavior of children and/or counselors should be brought to the head counselor.

Severe Weather: In the event of severe weather, campers will clear the park areas and be brought to an indoor location. Any day that is forecast to be more than 100 degrees (with or without heat index), camps will re-locate to an indoor location. Parents will be notified of what location that will be.

Any Other Questions or Concerns: Please see the head counselor. If you are unable to speak with a counselor due to pick-up/drop off schedule, please feel free to speak with before/after care staff or leave a note with a phone number and a good time for the head counselor or camp coordinator to reach you. If you are not satisfied with answers from the head counselor or camp coordinator, please call the Recreation Supervisor, Claire Baumgartner 847-965-0604.