

**ROLLING MEADOWS
PARK DISTRICT**

Camp Tastic

Camp Kaboom

Camp Super Kids

**CAMP 2010
PARENT HANDBOOK**

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Welcome

Camp with a Purpose!

Our Mission:

We exist to intentionally create and administer engaging programs and activities that foster youth's development in the areas of emotional, personal and social abilities necessary for successful adolescent and adult life.

Our Purpose:

To create a positive change in the lives of youth in our communities through recreation programming.

Our Objectives:

1. To create and administer programs which focus on the capacities, strengths and developmental needs of youth.
2. To develop an action plan to help youth become positive, engaged members of our communities through community service and recreational programs.
3. To create and promote programs that incorporate the principles of positive youth development; seeing our youth as assets in the making and supporting our youth as essential players in their own development.
4. To create and promote programs which engage youth in their community through civic participation and mentorship giving them the opportunity to be active contributors to their communities and their world.
5. To create and promote programs which enable youth to; build supportive relationships with peers and adults, and community, and have the opportunity to be decision makers through youth driven initiatives, participate in programs which focus on group oriented goals, and participate in programs which allow them to express their talents and crea-

Program Goals

- ◇ To encourage emotional development by providing opportunities for sharing, making friends, resolving conflicts, solving problems, helping others, recognizing and accepting others, cooperating on projects and building self-esteem.
- ◇ To create opportunities for campers to develop decision-making skills, responsibility and leadership skills.
- ◇ To mentor and provide opportunities for campers to practice respect, personal and environmental honor, honesty and community leadership.



Session & Payment Dates

Camp Sessions

Session 1 - 6/14-7/2

Session 2 - 7/5-7/23

Session 3 - 7/26-8/13

Payments Due

May 14th

June 11th

July 9th

Contact Information

In the event of an emergency, please call the Recreation Office and speak to a registrar.

Recreation Office Community Center

3705 Pheasant Drive, Rolling Meadows

Phone: 847 818-3200 - Dial 0

Fax: 847 818-3207

Camps Tastic & Kaboom:

Site Director— Amy Heinrichs

Phone: 847 818-3200 ext 226 *calls returned after camp hours

Super Kids Camp:

Site Director—Maggie Perez

All Camps: Camp Director — Cathi Fabjance

Phone: 847 818-3200 ext 225

Email:cfabjance@rmparks.org

Camp Days, Times, and Locations

Full Day Camp Programs: Camp Kaboom & Camp Tastic

Half Day Camp Program: Super Kids 3 day camp **

** Super Kids Camp will go until 3:00 p.m. on Fridays. Campers must bring a sack lunch and a swim suit. We will eat lunch at noon and then swim for the afternoon.

DAY	TIME	LOCATION
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Camp Tastic

M-F 9:00 a.m. - 4:00 p.m. Community Center Gymnasium

Camp Kaboom

M-F 9:00 a.m. - 4:00 p.m. Community Center Auditorium

Super Kids-3 Day

M & W 9:15 a.m. - 12:15 p.m. John Conyers Learning Academy

F 9:15 a.m. - 3:00 p.m. Community Center Multi-Purpose

Rise N Shine (Tastic & Kaboom ONLY)

M-F 7:00 a.m. - 9:00 a.m. Community Center Auditorium

Extended Camp

M-F 4:00 p.m. - 6:00 p.m. Community Center Auditorium

Camp Meet and Greet Day

Wednesday, June 9th **ALL CAMPS**— at the Community Center

6:30 - 7:00 p.m. Information and questions segment

7:00 - 7:30 p.m. Individual group time

Camps Tastic, Kaboom and Super Kids participate in the Camp Meet and Greet evening at the community center. The Super Kids Camp will also have their Meet & Greet at the Community Center, NOT at the Learning Academy! Parents and campers will have the opportunity to “meet and greet” their summer staff. The camp site director and counselors will be available to answer questions

Camper Pick Up—ID REQUIRED!

Counselors must keep a written attendance record every day of all the campers in their group. Campers are to be dropped off and picked up every day at their designated camp location. Campers must follow written pick-up procedures printed on the emergency form. When an authorized adult (other than a parent) picks up from camp the staff is required to ask for identification. Please inform your other authorized adults of this practice. We will only release campers to authorized adults, after identification is verified. If a person is not on the pick-up list, we are not allowed to release the camper. Even if person is angry and frustrated, this is for the camper's safety. If other plans have been made, the **CAMPER MUST HAVE A WRITTEN NOTE OF PERMISSION FROM HIS/HER PARENT! NO EXCEPTIONS!**

What to Bring to Camp

Your child should bring a backpack to camp each day with the following items:

- Snack
- Lunch
- Water bottle
- Sunscreen
- Towel
- Swim suit
- A change of clothes

Please put your child's name on everything you send to camp!

What NOT to Bring to Camp

- **No** iPods or MP3 players, cell phones, personal toys, dolls or Game Boys are allowed at camp!

Vending Machine

We discourage our campers from using the vending machine during the camp day. The Rolling Meadows Park District is not responsible for lost or stolen money.

Medication

To minimize the administration of a medication dispensing program, we ask that parents or guardians administer medication prior to entering the program whenever possible. The Rolling Meadows Park District Camp medical dispensing program should only be used when it is absolutely necessary to administer medication to a child during program hours.

If your child will require medication administration during program hours, please ask the front office staff for the *Permission To Dispense Medication/Waiver and Release of All Claims* form and the *Medication Dispensing Information* form. These forms must be turned in with your camper information packet.

Epinephrine Auto Injector

If your child uses an Epinephrine Auto Injector please ask for the additional medication form which will need to be filled out by your physician.

Camp Attire

Campers should wear comfortable and casual clothing to camp. Campers must wear closed toe shoes with socks. If campers are wearing flip flops they will be asked to sit out during active camp games to avoid injury.

Please send your camper dressed appropriately for weather conditions. All campers must wear their camp shirts on field trip days. On hot days the campers may participate in water activities so **be sure to pack a swimsuit every day.**

For camp Kaboom and Super Kids, we recommend that you send a spare outfit in their backpack to avoid you having to come to the park district to bring a change of clothes in case of necessity. If we need to change your child's clothes and we do not have an outfit available you will be required to bring a change of clothes or pick up your child from camp.

Day Camp Program

Below is an example of a typical camp day for Camp Kaboom & Camp Tastic. The Super Kids Camper's day is a very similar scheduled packed into 3 hours of camp fun!

- 9:00 - 9:15 Camper check-in, announcements, schedule for the day
- 9:00 -10:30 Swim Lessons for those registered or camp small group games for all other campers
- 10:30 -12:00 Arts and crafts, sports, outside activities, etc.
- 12:00 - 1:00 Lunch/Playground
- 1:00 - 2:30 Free swim on designated swim days, free choice time, cooking, theater & team building games, community service activities and more.
- 2:30 - 3: 45 Large group games and activities
- 3:45 - 4:00 Get ready to go home for the day

Drop-Off Procedures

Please arrive on time for drop off every morning. Day camp begins at 9:00 a.m. Campers not registered for Rise N Shine will not be admitted before 9:00 a.m. Please respect our counselors' need for preparation time. Plan on taking extra time to sign in during the first week of camp.

Program Registration

All camp forms must be completed and on file with the camp site director BEFORE your child will be allowed to attend camp. Please notify us of any changes in the information, especially daytime phone numbers in case we need to contact you in an emergency.

Rise N Shine and Extended Camp are NOT included in the price of camp. Registration is required for each program if you wish for your child to participate in these additional camp programs. If your child is not picked up after camp, they will be placed in Extended Camp care until they are picked up and late pick-up fees will be applied. The late fee MUST be paid in full in order for your child to attend camp the next day.

Swim Lessons

You may register your camper for swimming lessons which take place during the morning session of camp. Your child will be escorted by a camp counselor to and from swim lessons. **NEW** Our new camp swim lessons this year are 9:05am & 9:45am. If your child is in the 9:05am swim lesson time slot your morning drop off will be at the Sports Complex. We will contact you with your swim lesson time and drop off location before the beginning of camp.

With our new swim lesson time slots our campers who are registered for swim lessons will have more time in the morning for camp fun & activities .

If your child is registered for swimming lessons they should wear their swimsuit under their clothes to camp. This allows our groups to continue their camp activities up until the time of lessons.

Rise N Shine

Campers must be signed in every morning by a parent, unless a waiver has been signed to allow your camper to bike or walk to camp. The staff will spend the morning interacting and playing games with the campers. Campers may bring a cold breakfast or pack a snack to eat at Rise N Shine. Breakfast will **not** be provided.

Extended Camp

Extended Camp is also held in the Community Center Auditorium. Campers will have access to puzzles, board games and simple art supplies during Extended Camp. Parents need to sign their children out of Extended Camp everyday unless a waiver has been signed to allow your camper to bike or walk from camp. A light snack will be provided at Extended camp. Please let us know if your camper has any food allergies or dietary need

Late Pick Up Policy

If a camper has not been picked up 15 minutes after the end of a program, we will start calling emergency and cell phone numbers. If we are unable to reach anyone 30 minutes after the program, we will call the police and turn the child over to the police.

Late Pick Up Fees

Late pick ups will be charged a penalty of \$5.00 per child for the first 15 minutes after 4:00 p.m. for camp and after 6:00 p.m. for Extended Camp. After 15 minutes the fee will be \$1.00 per minute. These penalties will be charged each time a parent is late, no matter what the reason.

Continuous late pick ups may result in your child being dropped from the program.

ALL LATE TIMES WILL BE DETERMINED BY PARK DISTRICT CLOCK.

LATE PAYMENTS MUST BE PAID IN FULL BEFORE

THE CHILD RETURNS TO CAMP.

Field Trips

There will be one field trip per session for Super Kids camp and one field trip or camp special event per week for camps Tastic and Kaboom. Campers must wear their camp t-shirts on field trip days. A notice will be e-mailed to you prior to each trip with more information. If you do not have access to e-mail schedules and information will be available for you to pick up at the camp office. T-shirts will be given out at the camp Meet & Greet and during the first week of camp. If you lose your camp t-shirt, additional shirts may be purchased for \$7.00.



Field Trip Guidelines

- All rules and regulations will be explained to campers and parents in advance.
- Camp rosters and emergency forms will be kept in a secure area on field trips.
- Any notes pertaining to the trip should be submitted to the camp director.
- Every camper needs to pack a lunch, drink, camp T-shirt, and proper clothing.
- Please arrive on time for camp on field trip days, we will not wait for late campers.
- Campers will be assigned to groups of 3 or more.
- Campers, who do not follow field trip rules, may not be able to participate in future trips.
- On field trip days, we may arrive back to camp late due to unexpected delays. We will inform the front office staff of our estimated arrival time if such a delay occurs.

Camp Visitors

We encourage visits by parents! For the safety of your camper, we require all visitors to check in with the front office. If you are taking your camper home early, you must notify the camper's counselor in writing. You must still sign your child out with the group counselor.

Staff Babysitting Policy

The Rolling Meadows Park District has a policy that prohibits summer day camp staff from babysitting for any families in our day camp program. The policy is to help discourage compromises made by families and staff when dealing with babysitting situations.

Lunches

Campers must either bring a sack lunch every day or they may order a camp hot lunch. Hot lunches must be ordered by session. The hot lunch option may be added mid session, however all orders must be in by 4:00 p.m. on Wednesday in order to start receiving hot lunch the following week. Hot lunch menus are available at the Community Center front desk. On field trip days, the children will receive a cold sandwich in place of the scheduled hot lunch menu item.

Snacks

If you wish, you can send a healthy snack for your camper. Groups will take a break mid-way through the day for children to have a snack.

Water Bottle

Each camper must bring a water bottle to camp. Please write your camper's name on the water bottle with a permanent marker. Your child will be able to refill the water bottle from the drinking fountain throughout the day as needed. Our campers are very active and spend a lot of time outside and it is very important that they stay hydrated.

Sign In /Out Procedures

All campers must be signed in and out of camp. We would highly recommend and prefer a guardian or other responsible adult sign the camper in and out of the program. In cases where the camper may ride their bike or walk to camp, we do offer a release that parents can sign that will allow the camper to sign themselves in and out of camp. Our release form clearly states that the park district is ONLY responsible for your child during the regular day camp hours, and NOT on the way to and from camp. **We do NOT contact parents when a child is absent or does not show up to camp. It is your responsibility to ensure the safety of your child to and from the day camp program.**

Please Note!! You MUST have an ID with you in order to sign your child in and out of camp. This is for your child's safety!

Friend Requests

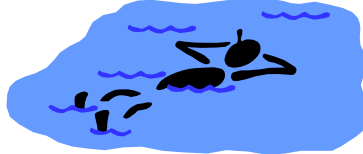
You may request to have your child put in to a group with a friend however we may not always be able to accommodate your request. One of the goals of camp is making new friends and we ask that parents and campers stay open to the possibility of new friendships being formed over the summer. Although your child may not be in the same group as their friend, they will still see them during the day at lunch, at the pool and during camp activities.

We try to keep children in the same group throughout the summer however your child may be asked to switch groups in order to keep groups even and in harmony.



Swimming Days

Camp Kaboom	Mon/Weds.	1:00 p.m. – 3:00 p.m.
Camp Tastic	Tues/Thurs.	1:00 p.m. – 3:00 p.m.
Super Kids Camp	Fridays	1:00 p.m. – 3:00 p.m.



Pool Safety and Contact

Pool safety is one of the biggest concerns when sending your child to camp. Please rest assured that the lifeguard staff at the pool are all certified by Ellis and Associates and must retain their certification by attending a number of in-service training sessions throughout the summer in order to keep fresh and up to date on all of the latest information.

Swimming Wristbands

Our camps use swimming wristbands as an added safety feature during our free swim and swimming field trips. Campers who have beginning swim skills wear a wristband while at the pool. The first time your camper attends free swim, we will conduct a swim test. We will ask your camper to swim approximately 15 yards in 5 feet deep water. We have staff in the beginning, middle, and end near the ladder. If your camper swims either a crawl or a strong doggy paddle without the assistance of staff, your child will be allowed down the slide and off the diving board, depending on height restrictions. If your camper swims across but struggles, without needing the assistance of staff, your child will only be allowed down the water slide and restricted from the diving boards. In this situation, depending on the circumstance and individual child we may opt to wristband even though your child may be allowed on the slide. If your camper does not complete the swim and needs assistance from staff, they will be wrist-banded. Campers may request to retest whenever they feel comfortable and ready. If your child is wrist-banded and considered a non-swimmer, they will also be wrist-banded on water park field trips.

Sunscreen

Sunburn is a concern during the summer. Since we spend so much of our day outdoors, please apply sunscreen before you bring your child in the morning. We also ask that you send a bottle of sunscreen in their backpack so that your child can re-apply as necessary throughout the day. **NOTE:** Although aerosol sunscreen is easier to apply, we have noticed over the past two summers that the children who use this type of sunscreen at camp tend to burn more frequently than children wearing a lotion based sunscreen.

Parent/Counselor Conferences

We recognize the importance of parent /counselor interaction and communication. If you need to address a concern or question to a staff, please be aware of their primary duty of watching your children. Please feel free to make an appointment to speak with your counselor during a time when they are not watching a group of campers.

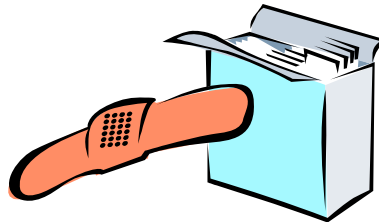
Counselor/Parent Conference

There may be times during the summer, when a counselor or other camp staff will approach you to address a behavioral concern. Please remember that we are here to work with you, as a team to benefit the child. Please understand that we are seeking your advice and support to resolve a behavioral issues and we may need additional information such as: any changes at home, changes in the child's routine, suggestions or insight on what kind of discipline is used at the home. Children need consistency, perhaps there is something at school or home that works well in managing behavioral issues. This would be typical of the information we are seeking when we address concerns or situations.

Lost and Found

Camp lost and found items will be placed on a table by the gym entrance. **Items not claimed by Friday of each week will be donated to charity.** Please stop by this table every Friday to check for lost items! The Rolling Meadows Park District is not responsible for lost, stolen or damaged items. **Please put your child's name on everything you send to camp!**

Health



Reporting Illness

If your child is sick, please keep them at home for the day. Please call the camp site director at ext. 226 and let them know that your child will not be in camp that day. If your child has a contagious illness; such as head lice, strep throat, and pink eye report this to the campsite director, so she may send notice out to other campers. An ill child must be symptom free for 24 hours before returning to camp (i.e. no diarrhea, fever, vomiting for at least 24 hours).

Illness at Camp

If a camper says that he/she is sick, we will take them seriously. Camp staff will try to contact the parent/guardian or an emergency contact. Please understand sick children can not remain at camp. It is not fair to your child or other children & staff in the building. We understand that your child's summer camp may also be your childcare. To help promote a healthy environment, we recommend setting up a "sick day" alternative for your child, before the summer begins.

Injuries

All camp staff are certified in CPR, First Aid, and AED. All steps will be taken to assure the safety and welfare of your child. If your child is injured and requires more than basic first aid, the camp staff will take steps to assure the safety of your child. This may include calling the parent so that they may take them to seek medical attention, calling the emergency contact, family physician or calling 911 if it is deemed by the camp staff to be necessary.

Extreme Heat Situation

In case of extreme heat, we will provide extra trips to the drinking fountain and counselors will schedule low-key activities to take place in the shade. Please be sure to send a water bottle to camp with your child. The Rolling Meadows Park District will respect your judgment if you feel it is unsuitable weather for your child and choose to not send them to camp for the day however no refunds will be issued for the missed day.

Guidelines for Appropriate Affection

For the safety of campers and staff we have established guidelines for appropriate affection. Should you have any questions or concerns, please talk with the camp director or recreation supervisor.

Acceptable Contact

Sitting Close

Compliments

High Fives

Holding Hands

Pats on Shoulder

Arms around Shoulder

Shaking Hands

Pats on Back

Unacceptable Contact

Full Frontal Hugs

Lap Sitting

Unwanted Affection

Tickling, wrestling

Hand in other's pockets

Laying down together

Hitting, Spanking

Pushing, punching



Providing a Safe Environment

We want to provide an environment where your child feels comfortable and safe. One of the most common forms of bullying is verbal. Our camp staff is trained with ways to create a positive environment where verbal bullying is not allowed. When we hear a verbal put down we will address the issue and guide the camper into a more positive way of communicating. One of the reasons children often put each other down is because they disagree with the person. Our goal here is to teach young people how to communicate their feelings without hurting someone else's. Understanding this key distinction is a pillar of respectful behavior.

One of the most significant teaching points you, as a parent, can have with your child is to encourage them to voice their concerns and feelings to staff. If your child does not tell us what is going on, we cannot help.

Anti-Bullying Policy

The Rolling Meadows Park District does not tolerate bullying in any form. All members of the park district community are committed to ensuring a safe and caring environment which promotes personal growth and positive self-esteem for all. **The most important way our parents can control bullying is by encouraging their children to speak to the staff regarding bullying. Open communication is the only way that we will solve bullying.**

1. What is bullying?

- Bullying is an act of aggression causing embarrassment or discomfort to another:
- It can take a number of forms: physical, verbal, gesture, extortion, and exclusion
- It is an abuse of power
- Individuals or groups may be involved

Camper Rights and Responsibilities

Our camp is about fun, connection, self-exploration and self-expression. We strive to help our campers gain personal power and independence, build self-confidence and self-esteem and develop friendships while having fun. In order to achieve this and to create a safe and enjoyable environment at camp, we have identified certain expectations which all campers must observe. These expectations will be reviewed with your camper throughout the summer. We require that each camper abide by this Code of Conduct. Breaking the Camper Agreement on a continual basis may result in dismissal from camp.

Summer Camp Participants have the Right to:

- ◇ Be free from cruel teasing and put-downs
- ◇ Have a fair turn in any group activity
- ◇ Seek help from adults who are here to help you
- ◇ Be treated with dignity and respect by everyone
- ◇ Take part in all activities offered by the program

Summer Camp Participants have the Responsibility to:

- ◇ Avoid fights of any kind with other children
- ◇ Be fair and accepting of others eager to join any activity
- ◇ Play fairly and share equipment
- ◇ Use appropriate, acceptable language
- ◇ Be kind, considerate, helpful and respectful toward others
- ◇ Respect property, especially things that do not belong to you
- ◇ Cooperate with others, and with adults who are here to help you
- ◇ Be a good sport whether you win or lose
- ◇ Be truthful with everyone
- ◇ Challenge yourself to try at least one new thing each day while you're at camp; we'll be there to support you and cheer you on.
- ◇ Listen to your counselors. If you have a problem, talk to your counselors. We'll hear you and help you find a solution.
- ◇ HAVE FUN!

2. Some examples of bullying include:

- Any form of physical violence such as hitting, pushing, or spitting
- Interfering with another's property by stealing, hiding, damaging or destroying it
- Using offensive names, teasing, or spreading rumors about others or their families
- Using put-downs, belittling others' abilities and achievements
- Writing offensive notes or graffiti about others
- Making degrading comments about another's culture, religious, or social back ground
- Hurtfully excluding others from a group
- Making suggestive comments or other forms of sexual harassment, including calling another a derogatory sexual term
- Ridiculing another's appearance
- Forcing others to act against their will

3. If we are bullied:

- We may feel frightened, unsafe, embarrassed, angry, or unfairly treated
- Our work, play, sleep, and ability to concentrate may suffer
- Our relationships with our family and friends may deteriorate
- We may feel confused and not know what to do about the problem

4. What do we do to prevent bullying?

- As a park district community we will not allow cases of bullying to go unreported but will speak up, even at risk to ourselves.
- **This requires the Staff to:**
 - * Be role models in word and action at all times
 - * Be observant of signs of distress or suspected incidents of bullying
 - * Make efforts to remove occasions for bullying by active patrolling during supervision duty
 - * Take steps to help victims and remove sources of distress without placing the victim at further risk
 - * Report suspected incidents to the appropriate administrative staff



Behavior Guidance

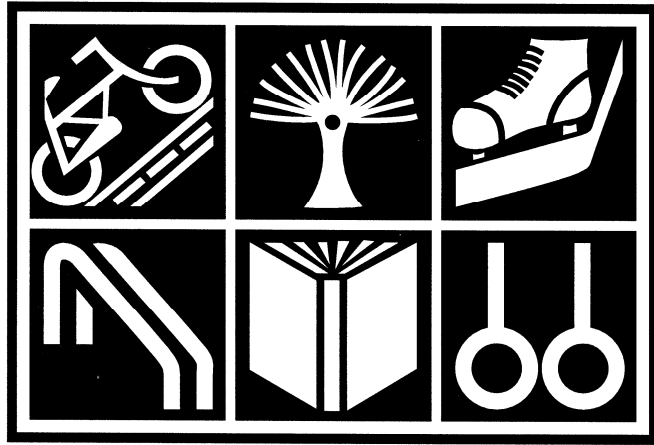
Our program promotes a positive approach to managing the behavior of all children in order to provide a positive camp experience for all.

We strive to find a solution to behavior situations. We attempt to help the camper process feelings, recognize consequences, explore alternative solutions and outcomes, and develop internal self-control.

In the process of setting and enforcing limits, our counselors assist the campers in developing self-control and respect for the rights and property of others. Campers need to learn the rules of getting along in a group and counselors have to balance the camper's need for individual rights and self-expression with the needs of the group.

The following techniques will be used on a daily basis to maintain our goal of a fun and safe camp experience:

- A well designed camp experience keeping the campers engaged in positive activities throughout the day.
- Positive redirection when unacceptable behavior occurs
- Positive role modeling by camp counselors of appropriate behavior and communication,
- Problem solving and conflict resolution when a situation arises.
- Removal from a situation if necessary in order to give a child the opportunity to regain control of the situation and their emotions.
- Parent/counselor conference if the child is unable to break the pattern of negative behavior.



**ROLLING MEADOWS
PARK DISTRICT**

