

History

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Dear Parents:

Welcome to the Woodridge Park District Adventure Camp. Your child is about to begin a program that will be fun-filled, exciting, safe and educational.

This manual will help answer the numerous questions you may have regarding our program. Please read through the information and discuss all of the following policies and procedures with your child.

Also, please sign all corresponding forms and return to the park district by the Thursday before your child is scheduled to begin camp. Your child will not be able to participate in camp activities until the necessary paperwork has been completely filled out and returned. A late fee will be charged if your child is not registered by the registration deadline and if all appropriate forms have not been turned in on the Thursday before your child starts camp.

Please keep this manual to refer to throughout the summer. Periodically, additional information will be sent home during the summer.

Feel free to call (630) 353-3300 if you have any questions concerning Adventure Camp.

Our staff is looking forward to a safe and enjoyable summer!

Sincerely,

Vanessa Madden, CPRP
Recreation Supervisor
Direct: (630) 353-3345
E-mail: vmadden@woodridgeparks.org
Fax: (630) 353-3310

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I. GENERAL INFORMATION

Park District Mission Statement

The mission of the Woodridge Park District is to enhance one's quality of life by providing superior parks, facilities, and recreational services in a fiscally responsible and environmentally sustainable manner, in partnership with the community.

Adventure Camp Philosophy

We hope that the Woodridge Park District camp offers a program that provides each camper with the opportunity to:

- Participate in wholesome outdoor recreation and receive the highest quality of activities for the purpose of enjoyment and learning.
- Learn how to work and play as a member of a group without loss of one's individuality.
- Develop healthy habits, a sense of fair play, and a respect for property and equipment.
- Develop an appreciation of nature, the environment and the earth's beauty.
- Participate in creative play in an outdoor setting, which will ensure the health and safety of the camper.

Program Content

The program will include a balance of both quiet and active play. Activities throughout the summer will include swimming approximately twice a week (weather permitting), a field trip every week, arts and crafts, time spent at the library, nature activities, games, hikes, organized sports, and much more.

Camp locations will vary each day. Campers will spend time at the Community Center and will walk to other parks and program sites in Woodridge. (Please look at the last page in the park district's Activity Guide for a detailed listing of program sites. On the following page, you will find a park district map, should you need to locate a program site.)

Swimming lessons are not available through camp. The Site Director should be informed in advance if the child is taken out of camp for swim lessons or any other activity that is being held during camp hours. The Site Director should receive a written note from the parent/guardian regarding this issue.

About the Staff

Each camp is supervised daily by the Camp Director and Site Director who is highly qualified and experienced in camp leadership. Camp Directors have graduated college with a degree in education and are currently teaching/subbing in the state of Illinois. All Site Directors have years of experience working with our camp program and are currently working toward a degree in education or have graduated from college. Recreation Camp Leaders at each camp are a mixture of mature and enthusiastic college students or college graduates. All camp staff attends a camp training program, which includes topics such as: supervision, safety techniques, curriculum development, and CPR/First Aid training. We are proud of our staff and think you will feel the same.

Staff Contact Information

Staff is not required to distribute their personal contact information (cell phone number, e-mail address etc.). If you need to contact camp staff during camp hours, please try the following numbers.

Community Center: 630-353-3300; the front desk staff will relay the message to the appropriate staff person.
 Camp Director: office: 630-353-3323, cell: 630-220-9936
 Site Director: cell: 630-310-1963

Hours of Operation

Before Camp: 7:30 AM – 9:00 AM
 Camp Hours: 9:00 AM – 4:30 PM
 After Camp: 4:30 PM – 6:00 PM

Please take into account these times when dropping off and picking up your child. If your child is going to be late or absent, **please notify us before 9 a.m.**

Registration & Required Forms

Participants must be registered the **Tuesday before your child plans to attend camp** otherwise there will be a \$20 late registration fee per child. Campers will not be able to participate in camp until the weekly payment is paid and all forms are turned in.

All corresponding forms must be signed and turned in to the park district by the **Thursday before your child is scheduled to begin camp**. Your child will not be able to attend camp until all forms are completely filled out and returned.

Program Fees

Before Camp:	\$20(R)/\$30(N) per week
After Camp:	\$20(R)/\$30(N) per week
No Camp July 4 th :	\$16(R)/\$24(N)
Adventure Camp:	\$108(R)/\$162(N) per week
No Camp July 4 th :	\$87(R)/\$131(N)

Receive a 10% discount if you register for all ten weeks of camp and pay the full amount upon registration by May 2nd (does not apply to Before/After Camp or on-line registration).

Refund Policy

No refund will be granted after the first day of each camp week with the exception of a written medical excuse prior to the completion of the camp week. We do not prorate program fees for participants.

If you registered for all 10 weeks and received a discount, but wish to withdraw from a week then the discount will be null and void. You will be responsible for paying the full amount for each registered week.

Participants will be responsible for any pre-purchased expenses as well as administrative fees per program. There is a \$5.00 administrative fee per week/per program.

Tax Information

We do not provide Section 125, reimbursement accounts or tax information to parents for the Summer Camp Programs. It is the parent's responsibility to keep track of expenses by keeping cancelled checks, credit card slips or to ask the park district for a receipt. The tax ID # is 36-2697892.

Insurance Information

The Park District is unable to assume responsibility for injuries, accidents or loss of personal property occurring at programs, parks and facilities. The Park District does not carry hospitalization insurance for program participants. Such insurance would make programs and user fees prohibitive. Your individual health care policy must cover all your medical needs.

Parental Custody

In the event that staff is notified of a custody issue regarding one of our campers, staff will inform the Camp Director immediately. Depending on the nature of the issue, if either party claims to have sole custody, partial custody, or that another guardian has no rights; parents/guardians must present legal verification of these rulings. Any and all information presented and shared with staff will remain confidential. If you have any further questions they can be directed to the Camp Director or Recreation Supervisor.

II. CAMP PROCEDURES

Arrival and Departure

When you drop-off and pick-up your child, it will be necessary to sign your child in and out every day. **Campers are not permitted to sign themselves in and out. Campers must be signed in and out by a parent or guardian.** The sign-in/out binder will be located in the camp room on the podium. If your child is not enrolled in the After Camp program then please sign-out with your child's staff leader for the week. Those registered for After Camp will sign-out in the binder located on the podium in the camp room.

Please drop off and pick up your child at the Community Center playground located in the back of the Community Center. Campers estimated time for return to the Community Center playground will be around 4:00 p.m. each day.

Please send a note of permission or write a note in the black binder on the podium where the sign-in is located if your child:

- Needs to leave camp early or will be arriving late one day.
- Will be walking or riding their bike to and from camp.
- Is to go home with another child/parent.

Please do not park and/or exit your vehicle at the circle drive in the parking lot.

Choosing to park in this area creates a hazard during emergency situations. The Woodridge Police Department will ticket those vehicles left/parked in the circle drive. Please opt to park in the parking lot when picking up your child. Thank you in advance for your cooperation!

Early Drop-Off and Late Pick-Up 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 dropping your child off at the appropriate time and being on time for pick-up. Fees for dropping off early or picking up your child late will be assessed as follows:

1-10 min: no charge	25-30 min: \$25.00	45-50 min: \$45.00
10-15 min: \$10.00	30-35 min: \$30.00	50-55 min: \$50.00
15-20 min: \$15.00	35-40 min: \$35.00	55-60 min: \$55.00
20-25 min: \$20.00	40-45 min: \$40.00	over 60 min: \$75.00

If you know you are going to be late, please call the Site Director's cell phone.

Groups

Campers will be divided into groups/team colors, determined by the year in school they will be entering in September. Each camp will have a 1:10 camp staff to camper ratio. Due to the number of campers attending camp each week, we cannot guarantee special requests to keep friends, siblings or relatives of different ages together. We also cannot guarantee campers will be placed with a particular staff member.

Attire

- Campers should wear comfortable, cool clothes suitable for athletic activities such as athletic pants or shorts, light colored t-shirts, and socks with gym shoes.
- Gyms shoes are essential to the safety of your child. Please do not allow your child to wear Heelys to camp (shoes that have a roller in the heel, which allows children to "skate" around).
- All belongings should be put in one bag/backpack with the campers name on it. Backpacks with rollers are not allowed.
- Personal belongings (toys, jewelry, silly bands, playing cards, video games, iPods, etc.) are not allowed in camp.
- Parents are encouraged to send child with a jacket and/or sweatshirt on days of inclement weather.
- Due to the fact that a large portion of the day will be spent outdoors in the sun, **please apply sunscreen on your child before arriving at camp.**

Items to Bring to Camp DAILY

- Lunch and a drink w/ your child's name on it
- A hearty snack in a separate bag w/ your child's name on it
- Backpack w/ your child's name on it (backpack with rollers are not allowed)
- Swimsuit
- Towel
- Sun block
- Gym shoes (no sandals/Heelys allowed)
- Please include a plastic bag to hold wet articles
- A water bottle w/ your child's name on it

Medication & Required Forms

Please try to administer all medications at home if possible. If your child needs to take medication while at camp, you must complete and return the *Permission to Dispense Medication* form and a *Medication Dispensing Information* form before any medication can be distributed. If your child requires an auto-injector or inhaler while at camp, please complete the *Waiver and Release of All Claims for Use of Inhaler/Auto Injector* form. Please pack medication in a sack with a cooling pack if needed.

Sick Child

We ask that you **please notify us before 9 a.m.** when your child will be absent, late, and/or has any contagious or serious illness. Please contact the Site Director's cell phone or the Camp Director's office phone.

A parent is an expert when it comes to knowing their own child, and here at camp we really rely on your judgment in keeping all of us healthy! If your child is not feeling well before camp, or the night before camp, please keep him/her home, even if no real symptoms may have yet occurred. There is nothing more traumatic for a young child than to be ill at camp. Even the best, most comforting and loving camp staff person is no substitute for Mom or Dad.

The camp staff has the authority to refuse any child who shows signs of illness. Please do not send your child to camp if they display any of the symptoms below, as they may indicate a real illness:

- Temperature above 101 F in the morning
- Diarrhea, where more than one abnormally loose stool has occurred in the last 24 hours
- Vomiting any time after 6 p.m. the preceding evening
- Severe coughing where the child gets red or blue in the face or the child makes a high-pitched croupy or whooping sound after he or she coughs
- Difficult or rapid breathing
- Yellowish eyes or skin
- Pinkeye (conjunctivitis), evidenced by tears, redness or eyelid lining or irritation, following by swelling and discharge of pus
- Infected skin patches that are crusty, bright yellow, dry or gummy
- Any contagious disease like chicken pox, measles, mumps, mono, etc.
- If an antibiotic has been given for an ear infection or sore throat, wait 24 hours before sending a child back to camp
- Severe itching of the body or scalp could indicate the presence of lice

- Severe sore throat or trouble swallowing
- Constant runny nose

If your child becomes ill or injured at camp, the parent is notified promptly. If an ambulance is called, a camp staff member rides with the child to the hospital and a parent and/or guardian is notified promptly.

Lice

If a camper is found to have head lice, the camper's parent/guardian must be contacted immediately and the camper must be isolated from other campers. Campers must remain home until a doctor's note can be presented verifying that any/all nits (eggs), nymphs, and adult size lice are no longer present on the camper, camper's scalp, and camper's belongings.

Breakfast

We do not provide breakfast for campers. It is important that each child has a hearty breakfast before arriving at camp.

Lunch

- Each camper must bring a **sack lunch** each day with his/her name printed on the outside of the bag.
- **Label bag as LUNCH.**
- There is limited refrigerator space, therefore lunch coolers are discouraged.
- Drinks should be brought in a non-breakable, disposable container.
- Once you arrive at camp, lunch and snack should be placed in the labeled, appropriate team bin.
- Energy drinks (Red Bull, Monster, Full Throttle, etc.) are prohibited.

Campers are encouraged to bring a waste-free lunch. Please pack lunches in re-useable containers to reduce the amount of waste that we generate at camp. Ideas for recyclable lunches include:

- Canvas lunch bag/plastic or metal lunch box
- Cloth napkins or wash cloths
- Metal silverware or re-useable utensils
- Small servings put in Rubbermaid/Tupperware containers

Snack

- Children are encouraged to bring an afternoon snack and extra drink.
- Please pack snack separately and **label it as SNACK.**
- Campers are also encouraged to bring a water bottle, especially on extremely hot days.

Rainy Day Procedures

Camp meets rain or shine, so please dress your child appropriately. In the event of rain, camp will meet inside the Community Center.

Excessive Heat

Camp will meet indoors or campers will be driven to activity sites in the event of excessive heat. Please send your child to camp with a large plastic water bottle/jug.

Camp T-Shirts

Each child will receive a camp T-shirt. **Campers are required to wear the camp T-shirt on all field trip days.** Please mark the T-shirt with your child's name. If a shirt is lost, a replacement may be purchased pending availability.

Field Trips

If a trip must be cancelled because of rain, we will attend an alternative indoor trip or try to reschedule for another day that week.

Please be on time for field trip days as we will not wait for your child to arrive.

Please **pack a lunch that does not require refrigeration** on field trip days.

Field Trip Rules

It is important that campers know the rules while being on a field trip, so they can have an enjoyable time. If a camper continues not to follow field trip rules, they will not be able to attend camp on days when field trips are held.

1. **Wear your Camp T-shirt on assigned field trip days.**
2. Stay with your group and group leader.
3. Always keep track of your partner/group.
4. Listen to your group leader.
5. Follow all rules of the facility we are visiting.
6. Do not talk to strangers.

Parents, please reiterate the importance of these rules with your child before each field trip.

Swimming

Camp will go swimming twice a week, weather permitting. Due to inclement weather swimming days may change, so **please send swimming items daily.** Your child will need a swimsuit and a towel marked with his/her name. Please apply sunscreen to your child before camp and pack a spray bottle in their bag.

Please check the **“Yes” box on the *Participant Information Sheet*** if you give our staff permission to apply sun block on your child.

There is no time for a child to shower. If your child must take a shower, please write a note to the Camp Director explaining the necessity of a shower during camp.

If your child needs to wear a life jacket, it must be brought from home and **Coast Guard Approved.**

Lost and Found

Please encourage your child to keep track of his/her belongings. The Park District will not be held responsible for lost or stolen items. All belongings left at the site will be placed in the lost and found box at the Community Center. At the end of each day, the Site Director will hold up items that have been found. Items not claimed will be kept in the box for one week. The box will be emptied every Monday.

Communication/Internet

Given certain developments in our culture, we believe that it is important to set guidelines regarding the exchange of contact information between campers and staff. We recognize that campers and staff develop trusting relationships with each other and that it is natural for campers to want to keep in touch with staff via the internet and/or telecommunication once camp is over. In order for us to continuously provide the safest, most wholesome experience at camp, we are asking that you fill out a permission form if your child would like to contact any of our staff at any time. Our camp does not encourage or consent to the exchange of contact information of any kind between campers and staff. Our policy is to forbid the exchange of contact information between campers and our staff, whether paid or volunteer unless a parent or legal guardian approves the exchange of such information. If a parent or legal guardian allows their child to contact camp staff, the parent or legal guardian must sign the permission form expressly granting this permission and accepting full responsibility to oversee any contact that results. Our culture is changing rapidly and it is important that both the parents and the park district work together to keep experiences safe, healthy and positive.

Special Accommodations

Upon registration or entry into the program, the parent/guardian should be solicited for any information regarding special accommodations needed for the participant. If any of these special accommodations are behavior related, the parent/guardian should be contacted for information about any behavior modification programs in place at school or home. Attempts should be made to utilize these in the program. Also, the inclusion coordinator from the Special Recreation Association (SRA) should be contacted for guidance. Documentation should be maintained regarding any problem behaviors, special accommodations, and behavior modification programs.

Program Participant Behavior/Discipline

Participants shall exhibit appropriate behavior at all times. The Park District developed the following guidelines to help make programs safe and enjoyable for all participants. The Park District may develop additional rules for particular programs and athletic leagues as deemed necessary by staff.

Staff will use a positive approach regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, prompt resolution will be sought, specific to each individual's situation. The Agency reserves the right to dismiss a participant whose behavior endangers the safety of himself/herself or others.

Behavior Agreement

Every parent must sign the behavior agreement before they may leave their child with the camp program. The agreement states that the parent and participant have read and understand the park district policy for 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.

Behavior Guidelines

- Show respect to all participants and staff.
- Take direction from staff.
- Refrain from using abusive or foul language.
- Refrain from causing bodily harm to self, other campers or staff.
- Show respect to equipment, supplies and facilities.
- Do not chew gum.

Demerits/Suspension may be issued for the following:

- Fighting, teasing other campers
- Damaging property and or equipment
- Digging holes in the mulch
- Destroying property of other campers
- Littering
- Climbing on the “demerit wall” that surrounds the playground equipment at the CC
- Disobeying staff or other park district staff
- Leaving designated grounds without permission
- Leaving designated group without permission
- Continual lack of participation in camp activities
- Disobeying established camp rules
- Disobeying established pool rules
- Stealing (participant will automatically receive 3 demerits and one day suspension)
- Gang association (participant will be dismissed from camp)
- Other incidents/situations that are not listed may warrant a demerit.

Discipline Procedures

1st Offense: Verbal warning

2nd Offense: Time-out/loss of privilege

3rd Offense: Demerit and parent/guardian(s) will be notified. A copy of the demerit will be sent to the Recreation Supervisor, which will be filed and a copy will be sent home with the parents, which will need to be signed and returned to the Camp Director either that day or the next day of camp.

Two three-offense days (2 demerits) will result in a conference involving program staff, Camp Director, camper and parent/guardian(s).

Three three-offense days (3 demerits) will result in a one day suspension from the camp program.

Four or more three-offense days (4 or more demerits) could result in further suspension or dismissal from the program without a refund.

Serious infractions will be handled on a case by case basis and can result in an automatic demerit, suspension, or expulsion from the program.

The suspension will be in effect on the earliest day following the offense. The Camp Director will notify the parent/guardian.

If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the agency reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

Depending on the situation and the degree of the offense, a program participant may be given a demerit, suspended, or permanently dismissed from the program following the offense.

When to Contact the Police:

- If participant makes a direct threat of hurting himself, a parent/guardian will be called immediately. If a parent/guardian is not available, the police will be called and the direct supervisor or management staff will be informed immediately.
- If a participant becomes overly aggressive and violent, the police will be called and the direct supervisor or management staff will be immediately informed.