

History

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Dear Parents:

Welcome to the Woodridge Park District Trek & Travel 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 Trek & Travel Camp.

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

Sincerely,

Vanessa Madden, CPRP
Recreation Supervisor
Direct: (630) 353-3345
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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.

Trek and Travel Camp Philosophy

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

- Participate in wholesome 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 ones individuality.
- Develop healthy habits, a sense of fair play, and a respect for property, equipment and others.
- Develop an appreciation of nature, the environment and the earth's beauty.
- Develop social skills, increase confidence, gain responsibility and respect for others.
- HAVE FUN!

Program Content

Participants will go on a trip three times a week. Field Trips are tentative and may change at any point in time during camp. For some field trips, separate waivers need to be filled out before a camper is able to participate.

Please bring a swimsuit, towel and sunscreen to camp daily. Please label each item with your name.

Participants will participate in sport-related activities, swim at Cypress Cove, canoe, visit the library, and develop leadership skills through various activities while participating in camp during the other two days.

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 person.
Camp Director:	office: 630-353-3323 cell: 630-220-9936
Site Director:	cell: 630-390-4124

Hours of Operation

Before Camp	7:30 am – 9:00 am
Trek & Travel Camp	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.**

Participant Age

Participants must be entering 6th, 7th or 8th grade in the fall to participate.

Registration and Participation 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

Trek and Travel:	\$140(R)/\$210(N) per week
No Camp July 4 th :	\$130(R)/\$195(N)

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)

Receive a 10% discount if you register for all nine 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. Thank you for your cooperation and understanding.

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. If you give your child permission to sign in and out, you must check the appropriate box on the *Participant Information Form*. Staff on site will also take attendance daily.

If your child is registered for after care, they must stay until the completion of the program, unless otherwise stated in writing signed by a parent/guardian.

Please send a note of permission 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

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, or camper's belongings.

Camp Rules

Camp rules and a camper manual have been instated to maximize the positive camp atmosphere that our staff provides for your camper. Campers will go over their manual on their first day of camp and after reading through it will be instructed to sign and acknowledge that they did receive the manual and will abide by the camp rules. The camp rules will be posted in the camp room with all of the camper's signatures on it to acknowledge that they understand and will abide by the rules.

Please keep camp FREE from:

- sharing shoes
- sharing hats (hats must be worn facing front or back, not sideways)
- dating in camp
- public displays of affection
- back talk
- abusive or foul language
- hitting or causing bodily harm to:
 - Self
 - Other campers
 - Staff
- Be respectful:
 - Of yourself
 - Of other campers
 - Of the camp equipment, games, supplies and facilities of the park district & the sites that we are visiting.
- Be on time at all times
- No electronics during camp (the only exception is on way to field trip – staff has the right to take this privilege away if necessary.)
- Wear appropriate clothing – see **Attire**
- Sun block – **DAILY**. You must bring your own sunscreen.
- No energy drinks while at camp.

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/herself 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/Dismissal 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 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 receive 4 demerits and one day suspension)
- Gang association (participant will be demised 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.

Attire

All belongings should be put in a bag with the campers name on it.

Campers should wear clothing suitable for athletic activities such as:

- Gym shoes
- Flip flops and sandals are only appropriate for pool/water related field trips
- Socks
- Shorts
- Light colored T-shirts
- Jacket and/or sweatshirt on days of inclement weather.
- Sunscreen should be applied daily due to the fact that a majority of the day is spent outdoors.

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. Field trips are tentative and may change at any point in time during camp.

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

We will depart for field trips around 9:15am unless otherwise specified. If your camper has not arrived by that time they will be considered absent and the bus will leave without your child.

We will try to arrive back at the Community Center by 4:00 p.m./4:30 p.m. unless otherwise specified. For most trips, we WILL NOT be arriving before 4:00 p.m. because our goal is to maximize the amount of time your camper has on a field trip.

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.

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 every day**. Your child will need a swimsuit and a towel marked with his/her name. Please apply sunscreen to your child before camp.

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

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

Rainy Day Procedures

Camp meets rain or shine, so please dress appropriately. We will plan alternative trips and activities should there be inclement weather.

Excessive Heat

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

Breakfast

We do not provide breakfast for campers. It is important that every participant has a hearty breakfast before arriving.

Lunch

- Each camper must bring a sack lunch each day with his/her name printed on the outside of the bag.
- Drinks should be brought in a non-breakable container.
- Many of the places that we visit have concessions, but please make sure that this is the case before you send your child without a lunch for the day.
- Energy drinks (Red Bull, Monster, Full Throttle, etc.) are not permitted.

Participants 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

- Participants are encouraged to bring an afternoon snack and extra drink.
- Campers are also encouraged to bring water bottle/jugs, especially on extremely hot days.

Cell Phone / Electronic Device Usage

Cell phone and electronic device (i.e., iPods, Game Boy's, Nintendo DS, CD players, etc.) usage are prohibited during camp hours. These items are prohibited for the best interest of the campers and staff as well as to lower the likelihood of the item being stolen, lost or broken. If a cell phone has to be sent with a child to camp it should be turned off and put in the child's backpack during camp hours. If a cell phone or electronic device is seen being used during camp it will be confiscated and will be returned at the end of that camp day. Electronic devices may only be used during transportation to and from field trips; campers will be notified one day in advance if these items may be brought with them on that particular field trip.

Communication/Internet – Camper/Staff

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.

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. Items will be kept in the box for one week.

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.