

Morton Grove Park District Summer Day Camps 2011 Parent Handbook

Dear Parents,

Welcome to Morton Grove Park District Summer Day Camps. We are looking forward to a fun filled summer. This parent handbook outlines some of our operating policies and procedures in order to provide your child the best possible experience at camp this summer. Please review all the contents in this manual carefully, as you are responsible for reading and understanding it.

Communication

Communication is very important to the success of camp. All of us, parents, counselors, site supervisors, coordinators, directors, etc. are working together to ensure that each child has a positive experience at camp. We can only do this through effective communication. **This summer we hope you will choose to help us go green and provide us with an email address so we can provide you with some of this important information electronically.**

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 area for individual camp.

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 end of summer evaluations. We look forward to your input to help us constantly improve our program's quality. We appreciate you completing them and turning them in. Please do not wait for an evaluation to let us know if you have any suggestions or comments. Always feel comfortable talking to the staff.

Phone – You may call the camp sites at anytime to check on your child's camp experience. Please remember that there is not always someone available to take your calls at our camp locations since campers and counselors may be outside or on a field trip. In emergencies, when camps can not be reached, please call the Morton Grove Park District Administrative Office at 847-965-1200.

Site Addresses and Telephone Numbers

Camp Sunshine	Kiddie Kamp	Junior Camp	Mor Gro	Teen Times
Mansfield Park	Oketo Park	Melzer School	Harrer Park	National Park
5830 Church	8950 Oketo	9400 Oriole	6250 Dempster	9325 Marion
847-966-1380	847-966-1073	847-965-1200*	847-965-0126	847-965-9245

*You may call the park district phone number to leave a message for Junior Camp Staff.

Please do not call Melzer School.

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 handed out 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 Registration Coordinator , Sue Dawson, 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.

Frequently asked Questions (continued)

Behavior, how are they interacting with others at camp: Problems, concerns, etc about your child? See Camp Site Head Counselor or your child's group counselor

Severe Weather: In the event of severe weather, campers will clear the park areas and be brought to an indoor location.

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 camp site supervisor or any camp issue, please call the Recreation Supervisor, Liz Goodwin, at 847-965-1200, Ext. 3009.

Special Needs

If your child has any special needs, please make the staff aware of this by noting it on camper authorization form. Special needs might include, but are not limited to: asthma, any allergies (food or environment), physical restrictions, behavior issues (ADD, ADHD, Bi-Polar) or anything else that camp staff should be aware of to help your child have the best possible experience at camp. It is imperative that you let us know about the needs of your child. Knowing their needs assists us to help them have a better time at camp. If we are unaware of situation which might be affecting their camp experience, we are unable to help them. Please communicate with us!

Camp T-Shirts

All campers are provided with a camp T-shirt for the summer. Each camper will receive one t-shirt for the summer. Please keep track of this t-shirt, we are unable to issue a second shirt, this helps keep camp costs low. 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 \$5 each (limited availability).**

Swim Days

Junior Camp, Mor Gro and Teens: Swim days are coordinated with each camp individually. Please see your camp schedule for swim dates, times and locations. When campers are visiting one of our local pools or on a water park field trip, all camp staff is required to be in the water with the campers. Children must wear a swim suit to be allowed in the pool. 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 during the camp program. 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.** Make it part of your morning routine when you are getting your child ready each day. Please send your child with a bottle of sunscreen to be reapplied throughout the day. Choose an SPF (SPF 30 is recommended) that is appropriate for the skin tone of your child; remember that some children burn easier than others.

Arrival Procedure

You must 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. A child should never be allowed to come into a camp facility on their own. Coming into the facility allows for communication between parent and staff and insures the safety of your child. Please only park in designated parking spaces in parking lots. Please do not park in circle drives or in the curbside loading zones.

Pick-up Procedure

Children are to be picked up from their camp location or designated pickup spot. A child will be released from camp only to individuals authorized in writing to pick-up the child. Anyone picking up children must come into the facility. Staff is 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 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.

This procedure is to ensure the safety of your child while in our care. If you wish to add individuals to the authorized pick-up list, you may do so by submitting changes in writing.

Late Child Pick-up

Parents are to pick their child up by the time their program is scheduled to end. There is a 10 minute grace period for parents who have children in more than one Morton Grove Park District Camp Program. **Beginning at 10 minutes after your child's scheduled camp pick up time, parents will be charged a late pick-up fee of \$10 for every 15 minutes you are late picking up your child.**

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

Rise N Shine Program

Beginning at 7am each day, campers in grades K-2 should be dropped off at Melzer School (prior to June 15, morning care will be at the PVCC) and Grades 3-8 campers at Parkview School. 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 escorted 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 will be transported from their camp each day to the Extended Care program. Daily snack will be provided and campers will be able to choose a variety of activities such as sports, crafts, board games and more. This program ends at 6pm each day. Grades K-2 campers will be at Oketo Park. Campers grades 3 - 8 will be at National Park on M/W/F and swimming at Oriole Pool on Tuesday and Thursday (weather permitting). If the afternoon weather is inclement then campers will remain at National Park. **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 they 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.

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, the Head Counselor or other park district staff will provide emergency first aid. If the injury requires emergency attention (other than minor injuries such as cuts, scrapes, bruises, etc.) we shall then contact the parent. In the event that 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 activated 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.

Medicines

If your child needs to take medication at camp, a Permission to Dispense Medication Form must be filled out completely.

Necessary medicines may be administered to a child at camp upon written parental permission. 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
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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 and be well enough to participate in all regularly planned camp activities upon returning to camp from 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 memo.

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 and are given check rides by Park Police. 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

For the safety of participants who are "seizure prone" it is helpful for parents/guardians to notify staff of such conditions. It is helpful to communicate with staff any aura, trigger, or signal of symptoms so they can be aware of things to look for. Please indicate this information on the Camper Authorization Form when registering your child. Information may be added to this form by submitting changes in writing.

Individuals that are seizure prone will be asked to wear a wristband at the pool so lifeguards can easily recognize them if a problem arises. Lifeguards will be notified of campers who are seizure prone for the camper's safety.

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, and your child is sick, injured or still at camp after the program ends. If there are any changes or additions to the emergency contacts, please submit this in writing. This information is needed to ensure the safety of your child.

Toys From Home

Use of cell phones, walkmans, CD players, and hand held games are NOT permitted at camp. The park district can not be responsible for any personal items of value brought to camp that may be 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 (for camps that swim)
- Flip-flops or sandals for the pool
- 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, therefore, please do not send any food item that will need to be heated. If you forget to send your child with a lunch, you will be called to bring one. Please also ensure that your child is eating healthy foods. Candy, soda pop and junk foods do not provide sufficient nutrients to sustain children throughout the active camp day.

Discipline Policy

In keeping with our program goals we encourage fun for all of our 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 creating 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 harm and/or emotional harm.
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 child(ren) the opportunity to improve behavior. (Time spent away will be measured as an average of a child's age; ie. 7 years old = 7 minutes, etc. The type of timeout may vary according to the situation. (observational: from sidelines of activity; exclusion: away from the group but within view of the activity; seclusion: time-out area with staff members present away from view of the activity)
3. If offense either continues or is serious enough in nature, a Daily Behavior Report or a Conduct Report will be written. Parents will be contacted and required to review and sign the conduct report. If the Head Counselor feels that the offense is serious in nature then the camper could be suspended from the program for a designated time period. When determining the timeframes of suspension, staff should consider the severity of the actions; the length of the program; any past behavior issues with the participant; and willingness to improve their inappropriate behavior.
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.
5. Removal from program.

Behaviors unacceptable will be documented by camp staff on a Daily Behavior Report. You will be asked to sign this as an acknowledgement that you are aware of the situation. **Please refer to each Head Counselor for any specific behavior guidelines for your individual camp.**

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 may 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.

Conduct Reports will be written up if a participant exhibits any of the following unacceptable behaviors:

1. Defiance of Authority
2. Hitting, rough or physical abuse
3. Continuous disruptive behavior
4. Disrespectful/abusive language
5. Throwing objects
6. Any other offenses that camp staff deem serious in nature

You will be asked to sign this conduct report as an acknowledgement that you are aware of the situation.

Please work with us to ensure your child has the best camp experience possible. If a behavior problem is brought to your attention, please address the issue with your child and find a way to resolve the behavior before they return to camp. The supervisor will work with the parent and if deemed necessary, develop a behavior modification program for the participant.

Discipline Policy (continued)

If your child has brought to your attention a problem that he/she has had during the day with another camper, please address this issue to a staff member. Please refrain from approaching another child and/or parent in hostility or to investigate a conflict. Please allow staff to handle the matter accordingly.

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

Most of the camp programs utilize junior leaders at the camp. The Junior Leader program is structured to develop future counselors. The role of the Junior Leader is to assist counselors with daily activities. There is a fee for the program and those enrolled are considered participants.

Payment Deadlines

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

Session 1	June 10
Session 2	June 24
Session 3	July 8
Session 4	July 22

If payment is not received by the due date, you may lose your spot and it 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. Although many people achieve this through participation in a M-NASR program, others may have greater success in a Park District activity. M-NASR and the Morton Grove Park District adhere to the following basic principles when providing accommodations so as 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 taken into account.
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.

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, Park District publications and/or park district or newspaper websites. If for some reason, 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.

Thank you for choosing the Morton Grove Park District Summer Camps.

CAMP PARENT MANUAL ACKNOWLEDGEMENT
(Please return this to your Camp Supervisor)

2011 Morton Grove Park District Camp Manual

I have received and read the Morton Grove Park District Summer Day Camp Parent Handbook and am responsible for knowing all the information in this book.

I further understand that the Summer Day Camp Programs will operate in accordance with the policies and procedures stated within the manual.

Child(ren) Name(s): _____

Camp(s) Attending: _____

Signature: _____

Date: _____