

PARENT MANUAL

Dear Parents:

Welcome to the Deerfield Park District's Little Scampers Day Camp!

We at the Deerfield Park District want to make this summer an exciting and rewarding experience for your child.

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

There will be a **Camp Information Night, Wednesday, May 12 from 6:30 – 8:00 p.m.** for Scampers parents at the **Jewett Park Community Center**. The evening is an open house format to ask questions and pick up camp t-shirts and back-packs. There will be a general camp meeting from **7:00 – 7:30 p.m.** for **new Little Scampers parents**. We encourage you to attend. Please be sure to allow time for parking. If possible, we ask you to leave your children at home. Children and their parents are welcome to stop in for an **open house** at their **individual camp sites** on **Friday, June 18**, any time between 10:00 and 11:30 a.m.

Enclosed in this packet is a Health History form, Buddy Request form, and a camp directory permission form. **Please return them by May 14, 2010.**

If you have any questions about the information contained in this manual, please contact either Ginny or Carly by calling the Park District office at 847-945-0650. You can also email us at ginnyw@dfpd.org.

Sincerely,

Meredith Morehead, Camp Director

Ginny Wiemerslage, Recreation Supervisor

I. CAMP STAFF

All camp activities are under the administration of the park district's full time recreation supervisor. On-site supervision is the responsibility of the camp director and site directors at each site. We are welcoming back many experienced counselors from last year. Adding new, talented and energetic people, and once again this summer, counselors-in-training may be assigned to each location. A low staff/participant ratio is maintained in order to personalize the activities of each child (approximately five children to one counselor).

II. SESSION DATES AND TIMES

DATES:

5-Day Monday, June 21 – Friday, August 6

3-Day Tuesday, June 22 – Thursday, August 5

Please note drop-off and pick-up times differ at each site. Please be prompt.

TIMES:

St. Gregory's & Kipling: 9:45 a.m.–2:45 p.m.

Trinity: 9:30 a.m. – 2:30 p.m.

Please attend the Camp Information Night, Wednesday, May 12, 6:30 p.m. at the Jewett Park Community Center. Camp Open House for parents and children will be held on Friday, June 18, between 10:00 and 11:30 a.m. at their campsites. (Meet counselors and view your camp rooms.) In addition, during the week of July 20, you will be invited to a camp parent day held at your child's site the last hour of camp.

III. CALENDAR

At the beginning of the session, each camper will receive a camp calendar which will include the special events and other information that campers and parents will find helpful in preparing for a successful camp session. Often, the calendar may request

recyclable items that campers need to bring from home to complete a craft project. Watch the calendar for important dates.

IV. ATTENDANCE

For your child's safety, we ask that you cooperate by using the following procedures if your child is absent, if your child will be late, or if someone else will be picking up your child.

1. If your child will not be attending camp or will be late, you should call the Park District camp voice mailbox at 847-945-0650 before 9:00 a.m. If absence is due to a communicable disease (chicken pox, strep throat, etc.), please let us know **immediately**. Please remember to state your child's name, camp name, and site whenever you are calling in.
2. If you know in advance that your child will be absent, please notify the camp site director by sending a signed note including days and dates your child will not be attending camp.
3. Please inform us if someone other than you will be picking up your child from camp, or if there will be other changes in regular car pool arrangements. For your camp's safety, counselors may need to check photo ID's for identification purposes.

V. SPECIAL NOTIFICATION

Please send a note to your child's counselor if:

- information on the emergency form has changed.
- your child must leave the camp for any reason during camp hours (doctor/dentist appointment, swim lessons, etc.)
- your child is not to participate in specific activities on a given day.
- your child has a food allergy.
- your child has a medication policy on file.

Please help us perform our jobs effectively by communicating the above information to us as often as necessary.

VI. CLOTHING

Campers should wear comfortable, cool clothes suitable for a variety of activities, such as jeans, shorts and gym shoes (no open-toed shoes or slip-ons, please!) Each camper will receive a T-shirt on the first day of camp (if you have not already picked one up at our Camp Information Night). These T-shirts **must** be worn on all field trips and at all special events. Please label **all** clothing with both first and last names, including swim suits and towels. The park district is not responsible for lost articles. All campers should dress appropriately for the weather each day. Please remember sun screen for those hot days.

VII. SWIMMING

Please have your child wear his/her suit to camp each day.

In the morning, Trinity will take a bus to Deerspring Pool for swimming, St. Gregory's Scampers will walk while the Kipling Scampers will be bussed to Mitchell Pool. Our swim time, lasting 30 minutes each day, will consist of swim lessons taught by Deerfield Park District swim instructors. Our camp staff maintains a presence on the pool deck during the pool time to provide extra assistance throughout the swim lesson period. The campers are divided by swimming skill into groups of four or five campers, each with one or two instructors. Each camper receives individual attention during swim time to encourage the learning of specific new skills. As we encourage children to participate in the water, we will not force a child into the water.

Swim staff will follow the Red Cross Guidelines and will test children the first day. Campers will be grouped according to ability and receive lessons during their assigned pool time. Please send your child to camp with a signed note if he/she will **not** be swimming that day. Also, we ask that parents do not come to the pool to observe lessons. There are days designated at the pool when parents may come and observe. **St. Gregory's pool observation days** at Mitchell are: Tuesday, July 6 and Tuesday,

July 27 from 11:35 am – 12:10 p.m. for Group I and 12:15 – 12:50 pm for Group II.

Kipling's (3 day) pool observation days at Mitchell are:
Thursday, July 8 and Wednesday, July 28 from 11:00 a.m. – 11:35 a.m.

Trinity's pool observation days at Deerspring are: Tuesday, July 6 and Thursday, July 29 from 10:10 – 10:45 a.m.

Questions concerning lessons should be directed to the lesson coordinator at the pool by calling 847-945-0650, ext. 2638.

VIII. LUNCHES

We eat outside every day (except when it is really hot or it rains). The staff enjoys dining with the campers. Campers must provide their own labeled sack lunch, including a drink or pre-purchase a lunch from Marla's Brown Bag Lunch.

We are excited to announce that Marla's Brown Bag Lunch will be partnering with the Deerfield Park District to provide lunches to campers in summer 2010. Marla's is a local organization that uses local vendors and caterers to deliver fresh, kid friendly ideas for lunch.

Marla's Brown Bag Lunch is passionate about serving delicious healthy lunches, that her three young boys and friends looked forward to eating. You create the menu choosing one of the featured entrées of the day or from the "always alternative" category. Please see the enclosed information sheet for complete information.

The lunches will not be refrigerated so please pack food appropriate for hot weather (i.e. refrain from using foods that spoil quickly, such as lunch meats and condiments such as mayonnaise.)

We encourage your child to bring a labeled water bottle during warm weather.

IX. DROP-OFF, PICK-UP REQUESTS

Please be prompt in dropping off or picking up your child. Children will **not** be allowed inside the building until the start of camp. Staff will be busy setting up camp prior to that time and cannot supervise children properly. Pick-up begins five minutes before the end of camp. Please be prompt. The staff is not authorized to supervise the campers after this time.

If you must pick up your child during camp hours because of doctor/dentist appointments, etc., these arrangements **must** be made in advance. A note to your child's counselor is necessary to ensure that we have your child at the proper location at the right time. We strongly encourage you to limit these special requests, as our schedules are busy and we occasionally must adjust our activities at the last minute. A note with your signature is also required if your child is to be picked up by someone other than the parent/guardian.

Please do not park your car to walk your camper/s into the camp site. Counselors will be waiting to assist with traffic, and to lead campers inside and back out for pickup. We also ask that when you are in the car line to drop off or pick up, please stay in line and do not cut in or out of line, until it allows you to proceed out of the parking lot. More specific arrival/pick-up policies will be addressed as camps start.

X. TRIPS AND SPECIAL EVENTS

During the camp session we plan field trips/special events for campers' enjoyment and as an educational experience. All campers **must** wear their camp t-shirts on these days for safety and identification purposes. You will be notified through camp counselors or letters of exact dates and events. A calendar will be

sent home outlining the special activities and events planned. For 2010 there will be two off-site field trips .

We may, on occasion, **temporarily** move campers to another site if there is construction work at their regular site or on extremely hot days. We will post a sign to indicate where the camp has been moved to.

XI. PHOTOGRAPHY

We may, at times, take pictures of the children while they are engaged in various camp activities. Our intention is to share the photos with the children, as well as to use them for display and/or publicity purposes. If you do not want your child's picture to be taken, please notify the camp site director in writing on the first day of camp. A camp group photo will be taken within the first couple of weeks. Each camper will receive this photo.

XII. CONDUCT CODE

The Deerfield Park District reserves the right to suspend, expel, or deny participation in any program, event or facility to any person whose behavior materially interferes or disrupts the quality of those offerings, the enjoyment of them by other participants, or the ability of staff to conduct or manage the activities or facility.

A child's parent or guardian shall be notified of the first incident; the second incident shall require the presence of a parent at a meeting with the instructor and a park district administrator/supervisor; a third incident may result in an expulsion or suspension of the child from the program, event, or facility.

If a child engages in behavior which may result in bodily harm to others, an immediate meeting with the parent may be called. If such behavior warrants it, immediate suspension or expulsion may result.

XIII. SPECIAL NEEDS

If your child needs medication (see medication policy), has any physical limitations, needs special attention in the pool, etc., please list it on the enclosed emergency Health History form, and, if necessary, call the camp supervisor or send a note to camp so we can alert the staff to this special situation.

XIV. MEDICATION POLICY

The Deerfield Park District discourages dispensing medication to children participating in park district programs, leaving primary responsibility to parents and guardians to dispense prescription medication to children.

However, the Deerfield Park District recognizes it may be necessary in certain circumstances for children participating in park district programs to take prescription medication during program hours.

If you should be in need of this service, contact the Park District office at 847-945-0650 for further information.

XV. BUDDY REQUESTS

If you would like to request that your child be placed in a group with one of his/her friends, you may do so by filling out a Buddy Request form. These forms are included with this manual. **Please return this form to the Jewett Park Community Center by Friday, May 14, 2010.** In order to be sure that your Buddy Request is honored, it must request only **one** friend, and the friend **must** complete an identical Buddy Request Form with *your* child's name on it. **Buddy Request forms that request more than one friend will not be honored.**

XVI. CAMP DIRECTORY

A card is enclosed with this manual that allows parents to make the choice of being listed in our camp directory. Please return this card by **May 14** if you're interested in this option.

The camp directory will be available to view at **Camp Information Night, Wednesday, May 12, from 6:30 – 8:00 p.m.** and at the Jewett Park Community Center registration office during regular business hours. The camp directory will be distributed the first week of camp. It will allow campers to stay in touch with one another during camp and after camp ends. It will list the child's name, address, and phone number. In order to be included on this list, you must check the appropriate box on the enclosed card. Please return this card by **May 14**, if you are interested in this option.

REMINDERS

Recreation Supervisor
Scampers Director
Park District Telephone

Ginny Wiemerslage
Meredith Morehead
847-945-0650, ext. 2624

After 5:00 p.m., to reach Extended Camp Care, call 847-945-0650 and dial extension #4128, #4129, or #4134.

Leave messages for Meredith Morehead at the Park District main number, 847-945-0650. We'll return your call as soon as possible.

A DAY IN THE LIFE OF LITTLE SCAMPERS...

Circle Time: When our camp day begins, as the campers arrive, attendance is taken and we sit together in the camp room. At Circle Time, we sing camp songs and play games as we wait for the whole group to arrive. Often we'll discuss the activities and themes of the day.

Morning Time: After Circle Time, we spend the majority of our morning outside, playing large group games, including some varieties of tag, variations of duck-duck-goose (ask your camper to tell you about "sprinkle-sprinkle-splash!"), and follow the leader. Each day, we try to introduce one or two new games, sometimes according to the theme of that day or week. Our morning time is arranged so that the group moves to a new activity every fifteen or twenty minutes. On very hot days, we'll spend some morning playtime inside with plenty of water breaks.

Arts & Crafts: We spend time working on arts and crafts every day. We often work on special kits and larger projects which take more than one day to complete. We like to send home art projects right away, but sometimes we display projects in the room first.

Down Time: At some point in the afternoon, we gather inside to relax. This time includes a quick snack and drink, reading a book as well as singing some camp songs.

Swimming: See section VII. SWIMMING

Lunch: See section VIII. LUNCHESES The campers spend a short time in supervised play on the playground equipment while we're waiting for everyone to finish eating.

Afternoon Play: Our afternoon time after lunch is typically spent in group games, including various sports (such as basketball or baseball), Olympic-style activities (such as foam noodle javelins and relays), and passive activities (including sidewalk chalk art).

See You Tomorrow: After a long and enjoyable day, we get together for the last time inside, collect our backpacks, water bottles and projects, and get ready to go home. The campers are arranged by car pool (when applicable) and dismissal begins. Camp is over at 2:45 p.m. at St. Gregory's and Walden and 2:30 p.m. for Trinity, but we will be together again soon!