

PARENT MANUAL

Dear So Big Parents:

Welcome! This Parent Manual was developed to assist you in preparing your child for camp. Please read through the manual thoroughly. The information will help ensure that your child has a safe camp experience.

There will be a **So Big Open House throughout the morning hours on Friday, June 18**. Your child's counselor will call before the date of the Open House to introduce themselves, set up a specific time to meet you (on June 18), and to answer any questions or concerns you may have. During the scheduled time, you will have the opportunity to meet with your counselor, pick-up a camp T-shirt, and get to know the other campers in your group.

Enclosed in this packet is a health history form, buddy request form, and a camp directory form. Please return them by May 21, 2010.

If you have any questions about the information in this manual, please contact either Ginny or Trish by calling the Park District offices at 847-945-0650. You can also email us at ginnyw@dfpd.org. We look forward to seeing you and your camper June 18.

Sincerely,

Trish Newman, So Big 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 counselors. The ratio of counselors to campers is approximately five campers to each counselor. We are welcoming many experienced counselors back from last year. Adding a few new, talented and energetic people, and once again this summer, counselors-in-training may be assigned to each location.

II. SESSION DATES AND TIMES

DATES:

M/W groups	Monday, June 21 – Wednesday, August 4
Tu/Th groups	Tuesday, June 22 – Thursday, August 5
M-Th groups	Monday, June 21 – Thursday, August 5

TIMES: 9:15 a.m. – 12:15 p.m.

For your child's peace of mind, please be prompt in picking them up. They worry if you are late!

LOCATION: Jewett Park Community Center
Preschool classrooms (upstairs)

PHONE: 847-945-0650 – Park District offices
847-572-2634 – So Big direct line (summer only)

III. SPECIAL NEEDS

We want the best and most updated information about the health of each camper. Please fill out the Health History form, which you will find in this manual, and return it to the Jewett Park Community Center by **May 21, 2010**.

Please inform us of any allergies, sun sensitivity, special needs, or important events going on at home that might affect your child at camp.

In case of minor illness, we will make your child as comfortable as possible and call you to arrange a pickup. On site, we can take care of minor scratches, cuts, and bruises.

IV. 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 Ginny Wiemerslage at 847-945-0650 for further information.

V. 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 professional camp group photo will be taken within the first couple of weeks. Each camper will receive this photo; the cost is included in the camp fee.

VI. CLOTHING

We ask that you send your child in his/her camp t-shirt each camp day.

All children are asked to wear tennis shoes. Please do not send your child in clogs or sandals. Please remember to **label everything** with your child's name: backpacks, shoes, shorts, t-shirts, and jackets. Please dress appropriately for the weather.

Lost & Found: If your child loses something, please call us at 847-572-2634 or send a note to your child's counselor. There will be an area in the camp office for lost and found, however the park district is not responsible for items lost at camp.

VII. FOOD

The classes will be provided with snack and water. Please notify us of any allergies your child may have. All classes will also have a lunch time near the end of the camp day. Campers must provide their own labeled sack lunch, including a drink or pre-purchase a 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 that is appropriate for hot weather (i.e. refrain from using foods that spoil quickly, such as lunch meats, condiments, etc.).

VIII. DROP-OFF, PICK-UP, AND SPECIAL NOTES

Please be prompt in dropping off or picking up your child. Children will **not** be allowed inside the building until the camp starting time.

For the first week, we ask you to walk your child to his/her room for drop-off. After the first week, drop-off by your cars in the turn-around near the preschool wing will begin. More information and directions will be sent home with your camper.

Pick-up is at **12:15**. You must come in to pick-up your child and sign for him/her each day. **The staff is not authorized to supervise campers after this time.** We truly appreciate your cooperation with this request.

Please inform us if someone other than you will be picking you your child from camp, or if there will be other changes in regular car pool arrangements. For your camper's safety, counselors may need to check photo IDs for identification purposes.

IX. FOR FIRST-TIME CAMPERS

As the summer approaches, campers experience a great deal of apprehension. For them, a new environment, meeting new friends, adjusting to a counselor instead of a teacher or parent is a new experience.

Don't panic! "I won't go" or "I don't want to go" are common and not surprising. With a supportive response from you and a positive exposure to camp, the apprehension quickly disappears. The more we know about our campers, the more we can do for them. Together, we can make So Big a wonderful summer for your child.

X. ATTENDANCE

We hope to see your child each and every day of the camp session. However, if he/she will be absent, we ask that you use the following procedure:

1. If your child will not be attending camp or will be late, you should call the Preschool office at 847-572-2634, before 9:30 a.m. If the absence is due to a communicable disease (chicken pox, strep throat, etc.) please let us know **immediately!** When calling in an absence, please give us your child's name, camp name, and site.)
2. If you know in advance that your child will be absent, please notify the camp site director by sending a signed note including the 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 camper's safety, counselors may need to check photo IDs for identification purposes.

XI. 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.

XII. 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 May 21, 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.**

XIII. CAMP DIRECTORY

A card is enclosed with this manual that allows parents to make the choice of being listed in our camp directory.

The camp directory will be available to view at the Jewett Park Community Center registration office during regular business hours. This list 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 21, 2010** if you are interested in this option.

ILLINOIS CHILD PASSENGER PROTECTION LAW

Public Act #83-8, The Child Passenger Protection Act, has been in effect in Illinois since July 1, 1983. The law, as amended July 3, 2003, effective January 1, 2004, (Public Act #88-17), requires anyone, who

transports children in Illinois in noncommercial vehicles, to do so according to the following rules:

- Children under the age of eight years must be secured in an approved child restraint system, more commonly called a child safety seat.
- Parents or legal guardians of children under the age of eight years are responsible for providing a child safety seat to anyone who transports his or her child.

Those found in violation of the law the first time will be fined \$25, which is waived upon submission of proof of possession of an approved safety seat. Subsequent violations are punishable by a \$50 fine.

Children with physical handicaps, which prevent the use of standard safety seats, are exempt from the provisions of the law if the handicap is duly certified by a physician.

All fifty states have some form of child passenger protection law. If you need more information on the provisions of the Illinois law or on the types of safety seats available to the general public, please contact the Illinois Department of Transportation, Division of Traffic Safety, 3215 Executive Park Drive, P. O. Box 19245, Springfield, IL 62794-9245 or call (217)782-5865.