

Awesome August 2018 Parent Manual



Dear Campers and Parents,

Welcome to summer camp at Northside Park! As the start of camp for your child draws near, the Wheaton Park District staff is busy making final plans for your child's session at camp. We have planned a very exciting summer and look forward to welcoming your child back to camp or to meeting them for the first time.

All the information you need prior to the start of camp is in this manual. Please take time to read this information over carefully. This helps minimize some of the confusion during the first few days of camp.

The camp manual is available on our website at www.wheatonparkdistrict.com.

The following forms, included with the manual, need to be returned on the first day of camp to your Camp Director:

- Health History Form
- Medicine Dispensing Form (only to be turned in by those requiring that medication/inhalers be taken by campers during camp time)
- Field Trip Permission Form

We hope that this information is helpful to you. Please feel free to let us know if you have questions. We are looking forward to a great summer!

Sincerely,

*Wheaton Park District
Summer Camp Staff*



Who are the summer camp staff?

Camp staff have at least one year of college behind them, and the majority are working towards degrees in elementary education. All staff are CPR/First Aid certified and attend a training week through the park district. Many staff have been campers in a variety of Wheaton Park District camps in their younger years.

Summer camp staff by location:

Preschool and Camps Manager – Office located at the Community Center

Jamie Martinson 630.510.5138 jmartinson@wheatonparks.org

Where is my camp located? (see map included)

Awesome August is held at the Northside Park Shelter House in Northside Park. When you enter the park from West Street, go left, and it is the first cabin on your right.

What is the camp phone number for my child's camp?

630.945.7931

Please do not call for your camper at camp unless there is an emergency or if you have questions for the camp director.

What are the camp hours?

9:30 am-4 pm

Please drop-off and pick-up your camper at the appropriate time. Keep in mind that staff uses the time before camp begins to prep for the days activities. Also, there is a **\$1 a minute late charge, payable immediately for children left past the end of their camp day.** If you will be late, please call the camp phone and ask to speak with the director. If you are waiting in line to pick up your camper these charges do not apply.



Will camp take place if it is raining or severe weather?

Yes. Camp takes place rain or shine. In case of severe weather, camp staff follows park district procedures. If a storm takes place during the middle of camp, staff get campers to safety in the cabin/shelter. If they are at the pool, camp staff takes campers in the Northside Pool bathhouse until the threat passes and are cleared to leave by pool staff back to their camp site. If lightning is seen, or thunder is heard, campers are kept indoors and are not allowed outside until 30 minutes after the last sighting or sound of thunder. If it is lightning and/or thundering at dismissal time, the parent/guardian needs to come inside to sign their child out.

- If weather conditions indicate a tornado watch, staff monitors the weather radio and weather conditions.
- If there is a tornado warning this means a tornado has been sighted. All campers and staff take shelter immediately.
- If a parent comes to pick up their camper while under a tornado warning, we recommend the parent and camper stay in the shelter. If the parent wants to take the camper (s), they must sign the camper (s) out prior to taking them from camp.

What are the arrival procedures at camp?

On the first day of camp, please check in with the camp director who checks your camper's forms and makes sure that everything is filled out correctly. On every other day of camp, check in with your camper's assigned counselor. That counselor notes the time they were dropped off. If a camper has not shown up for camp, and you have not called the camp director, he/she calls your home number to make sure the camper is not coming to camp.

Forms that need to be turned in on the first day:

- Yellow health history and emergency forms (both sides)
- Medicine dispensing form (if needed); download at www.wheatonparkdistrict.com

What are the dismissal procedures from camp?

To insure the safety of all campers, our dismissal procedures have changed this year. Campers are only released to their parents, guardians or another adult who has been listed on their yellow emergency card. Camp staff meets you at your car at the shelter entrance.

For the safety of our campers, please be prepared to show your license or a photo ID for the first few days at camp until staff becomes familiar with you. This may take some time, but in the end we expect this to be a speedy process. We will also issue a "car tag" to each family which has your camper's name on it and should be displayed in the right hand corner of the window of your car when you arrive at the end of the camp day.

If your camper is a walker, bike rider or heading to the pool after camp with your permission please present this to staff in written form so that we can mark it on our attendance sheets with the time they left camp.

What if my camper will be absent?

As a courtesy, please call us if your camper will miss a day of camp due to illness, vacation, appointment, etc. We won't wait if we know you won't be there. If you know ahead of time that they will not be at camp, please give the director a written note with the dates your camper won't be at camp.

How will I know what is happening each day at camp?

Camp letters and reminders go home with campers in their backpacks. Available online are medicine dispensing forms, camp evaluations, tips and policies.

What about lunch?

Campers must bring a sack lunch daily

The park district's environmental policies promote recycling and reducing solid waste. For this reason, we ask that your camper bring a **no waste lunch** each day. If there is leftover packaging or wrapping, please have your camper bring it home.

In addition to the fact that landfill space is dwindling and modern lunches waste natural resources, waste-free lunches save you money and are a terrific way to drive home an important message. Please discuss this with your children, so they are prepared and can assist in their lunch preparation. We hope that everyone learns that every day should become a no waste lunch day.

To help you know how a waste-free meal can be packed, please read the guidelines below. Thank you!

Environmentally Friendly Lunch Ideas

- canvas lunch bag/plastic or metal lunch box
- cloth napkins or washcloth
- refillable drink container (aluminum cans can be recycled)
- metal silverware or reusable plastic utensils
- small servings put in Rubbermaid/ Tupperware or similar container
- empty margarine tubs or yogurt containers

Traditional Lunch Ideas

- paper lunch bag
- paper napkins/moistened towelettes
- juice boxes or juice pouches
- disposable utensils
- prepackaged lunch kits, single serving chips, applesauce, pudding
- plastic baggies

Please remember to pack an ice pack in their lunches to keep things cool. We do not refrigerate lunches at camp.

Are there kids with allergies at camp?

Yes. The Wheaton Park District requests the cooperation of parents with children in our programs to partner with us in promoting a safe environment for children with allergies. The district will attempt to accommodate each program participant who has such an allergy within each camp. Please refer to the park district's camps page at wheatonparkdistrict.com/programs/camps/camp-forms/ to review the agency's allergy guidelines. While the Wheaton Park District is committed to monitoring foods and responsibly limiting potential food allergens, the District cannot guarantee a 100% nut-free or allergen-free environment.

When will my camper go swimming?

Monday - Thursday

Campers should bring their suits and towels on the days that they are scheduled to swim. Campers are responsible for their own property. Please provide them with a well marked back pack and/or plastic bag. We may not swim each of these days, due to weather or other circumstances, so we need to be flexible.

Please apply sunscreen to your camper before he/she comes to camp. Camp staff cannot apply sunscreen but supervises this action between campers of the same age/sex before they go to the pool.

All campers are required to pass a swim test in order to swim in the deep end of the pool. Swim tests are conducted on the first day the camp visits the pool by the camp staff and lifeguards. If they do not pass they are required to remain in the shallow area of the pool.

What is the yellow health history and emergency form used for?

Please fill out the yellow health history and emergency form (front & back) that is included with this manual. When filling in phone numbers please include cell phones for all contacts. Please return this form on the first day of camp. If your camper does not return the form, he/she will not be allowed to participate in camp. Please note any allergies, existing medical conditions, swimming ability and who will be picking your child up at camp.

Camp staff carries these forms with them whenever they leave their immediate cabin area.

When will the campers go on their field trips?

Friday, August 10 - Location TBD
 Friday, August 17 - Location TBD

A permission slip is sent home for parents/guardians to sign. **All campers must arrive at the camp site by 9:30 a.m.** The park district has chartered one to two buses from *First Student* to take the campers to their locations. Please make sure to pack a lunch with a

water bottle and the appropriate clothing depending on the trip. The buses depart and arrive home from the trip at the Girl Scout Cabin.

All campers must ride the bus and are not released to parents/guardians at the field trip location unless there is extenuating circumstances that have been discussed with the camp director ahead of time. We may go to a location where campers are allowed to bring extra money. If that is the case, we'll inform parents ahead of time as to what is available and how much it will cost.

All staff bring the yellow emergency cards, cell phones and First Aid kits with them.

Campers are requested to bring a white T-shirt or mostly white T-shirt to camp one day to dye them.

Health Requirements

For each camper's protection, the following health regulations are required:

- Camp staff has the authority to refuse any camper who shows signs of illness. In such cases, the camp staff's judgment is final. It is the parent's responsibility to verify that their camper's daily health is adequate for his/her participation in the program before bringing him/her to the school. A camper who shows signs of illness should be kept home for his/her own good as well as for the protection of other campers.
- If a camper becomes ill or injured at camp, the parent is notified promptly. The staff follows directions stated on the yellow emergency card concerning your physician and others who are to be notified if a parent or guardian is unavailable. If an ambulance is called, a camp staff member rides with the camper to the hospital.
- If your camper is exposed to a communicable disease, you must notify us immediately so that incubation dates can be verified and/or health of all campers concerned can be protected.

Please do not send your camper if they display any of the symptoms below, as they may indicate a real illness.

- Temperature above 99 F in the morning.
- Diarrhea, where more than one abnormally loose stool has occurred in the last 24 hours.
- Vomiting anytime after 6 pm 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 skin or eyes.
- Pinkeye (conjunctivitis), evidenced by tears, redness or eyelid lining and irritation, followed 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.

When validated, keeping children from camp when sick prevents the spreading of disease, so that all kids in the camp are healthier and miss fewer school days.

How should my camper dress for camp and what should they bring?

Ready to play! Campers should wear clothes that they can get dirty or stained and be dressed for the weather – sometimes it gets cold in the summer. **Please make sure to label all belongings because campers are responsible for their own belongings.**

- Backpack to carry projects, supplies and swim attire.
- Swimsuit
- Towel
- Sunscreen
- Gym Shoes – No open toed shoes. These include but are not limited to sandals and Crocs. These create a tripping hazard and do not protect little feet from being harmed when stepped on.
- When it is **cold** add layers remember it is always easier to take off layers than not have enough.
- When it is **hot** wear light colored clothing, black shirts absorb heat/sunlight.
- Hat
- Water bottle
- Bug spray

What should my camper not bring to camp?

- Pets of any kind
- Cell phone (unless turned off and stored in back pack during camp)
- Electronic games – iPods, Nintendo, etc.
- Any clothing with inappropriate sayings or pictures
- Personal items that can be lost
- Weapons of any kind

Is there a lost and found at camp?

Yes, each individual camp has a lost and found at their site. At the end of the summer all remaining articles are donated to charity.

When will campers be taking part in the archery?

Every camp is assigned a particular day and time that they learn archery throughout the week. If a camper does not want to participate, they are assigned to another counselor until their group is finished with the activity. Archery activities take place weather permitting.

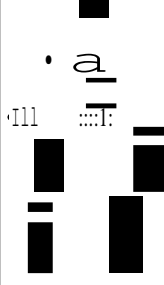
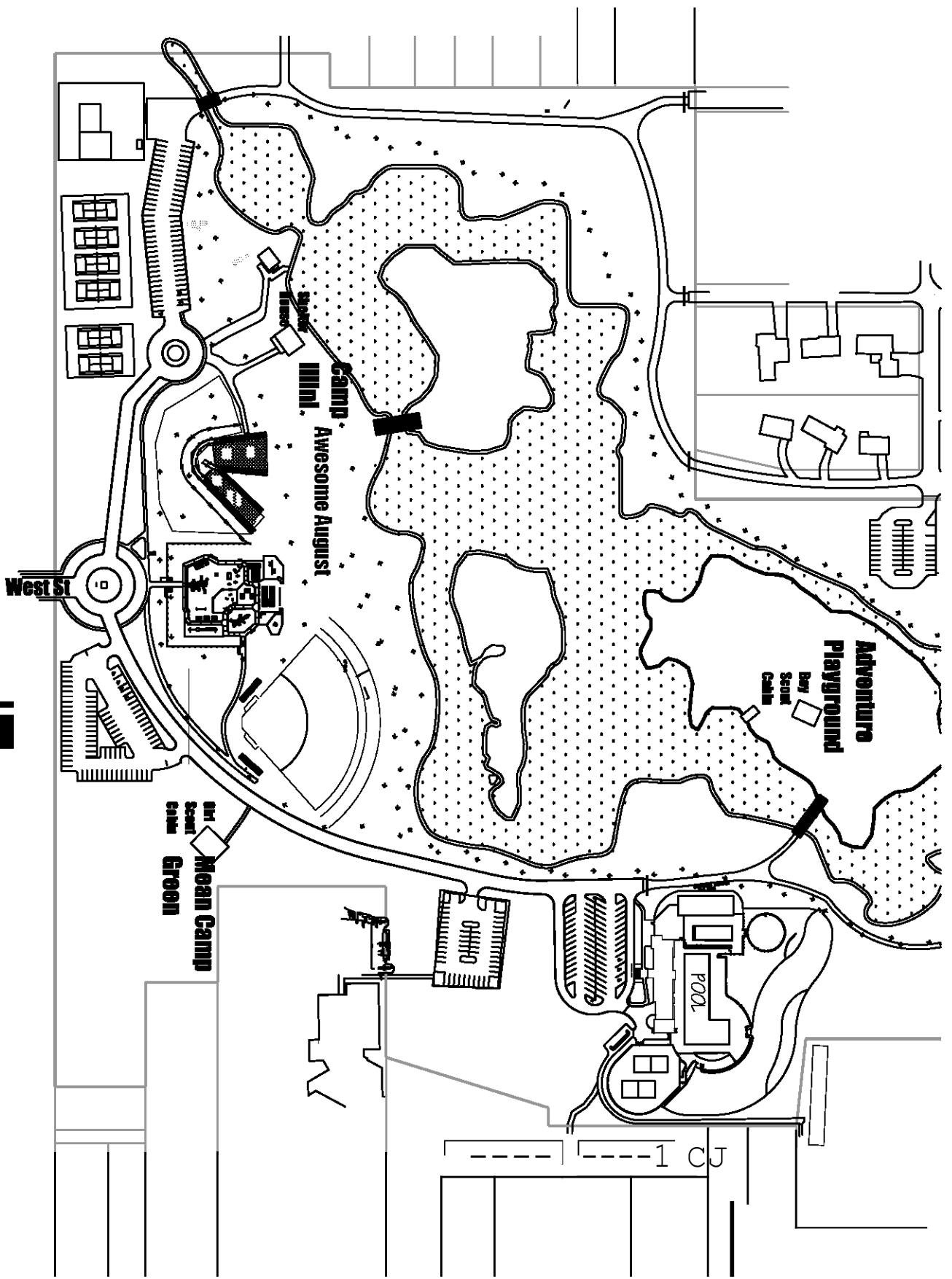
What happens if my camper misbehaves at camp?

Misbehavior at camp is not tolerated. Persistent problems can harm the safety of other participants or ruin the short camp experience. Campers are given verbal warnings before parents are contacted. When parents are contacted, a conduct report is filled out and signed by all persons involved. If the problem persists, the camper is expelled from the camp. *No refund is given.*

Can I bring “odds and ends donations” to camp?

Absolutely. During the camp session, the staff would appreciate any donations of “odds and ends” that you have at home. For example, egg cartons, milk jugs, brown paper bags, baby food jars, paper towel rolls, plastic water bottles, etc.





| Area | By | Date | Reviewed By | Date |
|------------|----|------|-------------|------|
| Checked by | | 4/17 | Reviewed by | |
| Drawn by | | | Reviewed by | |
| Scale | | | Reviewed by | |

(All units in feet)
 Not to Scale