

Camp No Name

Parent Manual | Summer 2018



WHEATON PARK DISTRICT
SUPPORTS
CHARACTER
RESPECT
responsibility
CARING
trustworthiness
CITIZENSHIP
FAIRNESS
COUNTS!

Camp No Name is a program of the
Wheaton Park District



2018

Dear Camp No Name Campers and Parents:

The Wheaton Park District staff is busy making final plans for camp. We have planned a very exciting summer and look forward to meeting your child.

You will find all the information you need prior to the start of camp in this manual. Please take time to read this information over carefully as there is a lot of new information in the parent manual. We are using the same procedures as last year for the dismissal of all campers. This will help minimize some of the confusion during the first few days of camp.

We hope that this information is helpful to you. The camp manual, forms and field trip info are located on the web at wheatonparkdistrict.com. Please feel free to let us know if you have any questions.

We are looking forward to a great summer!

Sincerely,

Tom
Co-Director

Victoria
Co-Director

Jamie Martinson
Preschool & Camps Manager



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
Community Center 630.690.4880
Camp No Name 630.639.8642

What forms are needed?

The following forms need to be filled out and returned on the first day of camp:

- Health History and Emergency form (this form will only need to be filled out once this summer)
- Movie Permission Form
- Medicine Dispensing Form (if bringing meds to camp)
- Epi/Pen Inhaler Waiver (if bringing meds to camp)

Are swim lessons available through camp?

You may register online for swim lessons during camp time for an additional fee. Swim lessons will take place at Rice Pool and Water Park Monday – Friday for two weeks. Campers must be registered for 2 weeks of camp to be eligible for the swim lessons:

- Session 1: June 11- June 22 312319-01 \$40R/\$50 NR
- Session 2: June 25- July 6* 312319-02 \$36R/\$45 NR (July 4 Holiday)
- Session 3: July 9- July 20 312319-03 \$40R/\$50 NR
- Session 4: July 23-August 3 312319-04 \$40R/\$50 NR

CNN staff will be taking the campers down to all swim lessons and waiting for the duration of the lesson and then bringing the campers back to camp. If your camper is signed up for swim lessons please have them wear their swim suit to camp and make sure to put a change of clothes in their backpack with a plastic bag for their wet suit.

What type of activities will take place at camp?

Camp staff has designated 3-4 activity times each day Monday – Thursday before lunch for the campers to take part in a variety of fun and exciting activities. New activities and projects will be implemented each week and campers will be able to try them all!

CNN Tickets!

Our staff will be reinforcing good behavior by handing out CNN tickets. The campers will put their tickets in the boxes designated for their grade level. Every Friday we will pick a winning ticket from the boxes, and the winner will pick a small prize.



Code of Conduct

We like for camp to be fun for everyone! The Wheaton Park District has developed a behavior code and we expect that campers:

1. Show respect to all participants and staff. Participants should follow program rules and take direction from staff.
2. Refrain from using abusive or foul language.
3. Refrain from threatening or causing bodily harm to self, other participants and staff.
4. Show respect for equipment, supplies, and facilities.
5. Not possess any weapons.

Camp will have additional camp specific rules for daily activities, as deemed necessary by staff. We also ask that all parents, friends, relatives, or others accompanying the participants to any Park District program follow the facility guidelines as stated above.

How does before and after camp care work?

Unique to Camp No Name, we offer an early drop-off from 7:30 to 9 a.m. in the Memorial Room and a late pick-up from 4:30 to 6 p.m. in the Briar Patch Room located right outside of the Memorial Room. You must preregister for this service. The fee is \$3.75 per a.m. and \$3.75 per p.m. usage of the service.

If your camper is using this service, please pack an additional snack. The park district camp staff does not provide one.

If you know you want to take advantage of this service but are not sure when those dates will be, you can now register on a day by day basis. All fees must be turned in before your child can attend this extra care. Camp staff is not allowed to accept payment at camp. Just stop at the Community Center front desk to pay for the care before using it and bring the receipt down to camp staff for proof of payment.

How do I sign up for Before or After Camp Care?

Stop at the Community Center front desk to purchase your before/after camp passes or purchase these passes from the comfort of your home or office by going online to wheatonparkdistrict.com. At the top of the homepage, click on the blue "Register Online" on the left side of the page and click on the link > before/after care passes.

1. Choose the 6-10.99 yrs. – Camp No Name: Before/After Care- Community Center Camp by clicking on the shopping cart.
2. Log into your account with your user name and password. If you do not know your user name and password, please call the Community Center Front Desk at 630.690.4880 and they will email it to you.
3. From the drop down – Select the family member you are enrolling and Add to Cart.
4. From the drop down – Select the number of visits you want to purchase (You will need 1 visit for each before care and 1 visit for each after care) Click Continue.
5. Choose Agree – To electronically sign the digital pass waiver.
6. Proceed to checkout. Process your credit card information on the next few screens.
7. Click on – View Confirmation Receipt and print the receipt for your records.

Passes will be managed within the computer system. No card or actual pass will be provided. Each camper will "check in" with a staff member, and a visit will be deducted from their total number of visits purchased. If your child has no visits left on their "before/after camp pass" and your child attends the before or after care program, your account will be processed with a "missed visit." The regular visit fee of \$3.75 plus a late charge of \$1 will be billed to your account. Please remember to keep track of your visit passes. You can check your visits online by logging into your account online and at the top of the page locate "MY ACCOUNT." From the drop down, pick "Member Visit Report." Before/After Care Visit Passes do not expire. Refunds for unused visits must be requested by Sept. 15. Please call the Community Center front desk at 630.690.4880 with questions.



What about emergency information?

An emergency information form is enclosed. Please fill this out in its **entirety (both sides)** and return with your activity selection sheets. **This form must be signed by a parent or guardian with at least 3 emergency numbers, including parents, listed and returned to the park district. If this is not done by the first day of camp, the camper is not permitted to attend. It is important that you include all cell phone numbers.**

What are the dismissal procedures?

To insure the safety of all of our campers, a parent/guardian has to show their license (until staff becomes Familiar) and sign-out their child(ren). If you are a parent who is picking up multiple campers, you must sign for those campers. Walkers and bike riders are signed out by staff and the departure time is noted.

1. We will dismiss all campers from the **Briarpatch Room doors only** at 4:30 p.m. by the director and assistant director. Please do not take your child from the hallway or other rooms. The camp staff does their best to get your child to you in a quick manner, but for safety purposes, please let camp staff bring your camper to you. This assures that every camper is going home safely. We will not release a camper to a sibling.
2. When we open the doors, we will dismiss late pick-up campers first and finally walkers and car riders.
- 3. If your child is at Late Pick-Up, a parent or guardian must sign out with the counselor on duty.** Please make note of these procedures, especially for the first day of camp, so that we can dismiss our campers quickly and safely.

What if my child will not be at camp or I need to get a message to the CNN staff?

Just as in school, if your camper will not be at camp that day, please call the front desk at the Community Center (630.690.4880) and **leave a message by 9 a.m.** If your camper will be missing a few days for vacation, please send a note ahead of time to the directors, so that we can make note of it. If you need to get a message to a counselor or director, write a note and send it with your camper. We will then call you back at a convenient time. However, if there is an **emergency**, you may call the front desk (630.690.4880) to reach the Camp Director.

When are the designated swim days at camp?

YES! The children will have free swim at the Rice Pool & Water Park Center Monday, Wednesday and Thursday unless the pool is filled to capacity. Please send a towel and bathing suit every day **including the first day**. Campers are responsible for their own belongings and suntan lotion application, although camp staff supervises the application of sun tan lotion before going to the pool. Please **clearly label** all items sent to camp, and send them in a labeled bag. The CNN staff will be not be responsible for any lost articles of clothing, towels, etc. Campers are allowed to go to the concession stand at Rice Pool on Monday and Wednesday and on field trips on Friday. Also, campers are required to pass a swim test in order to swim in the deep end of the pool. The test will be conducted by camp staff and lifeguards.

What will they do on rainy or extremely hot days?

In the case of extremely hot weather or rainy days, the Camp Directors will make decisions on whether or not we will go to the pool, park, or any outdoor field trips. We like you to know this so you do not worry that your child will overheat or be stuck in the rain. We may choose to watch a movie in inclement weather. Please return the movie permission form with your activity selection sheets.



How should my child dress for camp, and what should they bring?

Ready to play! Children 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 of your child's 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 and not have enough.
- When it is **hot** wear light colored clothing, black shirts absorb heat/sunlight.
- Hat
- Water bottle
- Money (optional) – If sending money, please send in a clearly labeled ziplock bag. **Also, remind your camper not to share their money with other campers.** Staff tries to enforce this to the best of their ability.

We also recommend that you purchase the Wheaton Park District's "GO Card!" This is a preloaded card with your child's picture on it and can be used at the concession stand as a debit card. You must purchase the card at the Community Center front desk.

What should my child not bring to camp?

- Pets of any kind, unless it is a certified service animal.
- Cell phones (unless turned off and stored in back pack during camp)
- Electronic games, tables, iPods
- Any clothing with inappropriate sayings or pictures
- Weapons of any kind, including but not limited to, pocket knives, screwdrivers, lighters and/or matches.

If any of these items are brought to camp, they will be confiscated.

Once again, the **staff is not responsible for lost or misplaced personal items.** We will keep a Lost & Found in the Briar Patch room.

What about lunch?

Campers must bring a sack lunch daily!

Let's recycle! Campers should try to bring a waste-free lunch and healthy snack daily. Please pack lunches in reusable 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 washcloth
- Metal silverware or reusable plastic utensils
- Small servings put in Rubbermaid/Tupperware or similar container
- Empty margarine tubs or yogurt containers

Campers are **not** allowed to use the vending machines during camp. The only time campers can use the vending machines is during late pick-up. Remember to label their money and remind your campers to keep their money in a safe place and not to share with others.



How do I drop off my camper?

Please park in an appropriate parking space outside of the Memorial Room and walk your camper into camp. It is important not to park in or block the handicapped parking spaces. These spaces are needed and used on a daily basis for the WDSRA (Western DuPage Special Recreation Association) camps in the Community Center.

May I pick up my child at the pool, early from camp?

While we prefer that campers are picked up at the normal location inside the community center we understand that campers may have other obligations throughout the summer. If you need to pick-up your child early from the pool please notify the directors in writing with the name of the camper, date and time you will be picking up.

Where will camp be held?

Camp will be held in the Memorial Room at the Wheaton Park District Community Center, 1777 S. Blanchard Rd., Wheaton.

When will field trips take place?

Field trips will take place mainly on Fridays. Please keep in mind that these field trips can and may change due to weather conditions and/or availability. Any changes are sent home with as much notice as possible.

If your child will not be attending the field trip, we ask that you make other arrangements for that day because the entire staff participates in the outing. Children must bring their own lunch and drink on field trips. More information about field trips can be found on our website at www.wheatonparkdistrict.com, and information is sent home with campers on the first day of camp.

Does my child get a T-shirt?

Yes! We require that your child wear his/her t-shirt on field trip days so the children are easily identified at crowded trip sites. Campers will receive only one CNN t-shirt for the summer, even if they are in multiple sessions.

Health Requirements

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

1. The camp staff has the authority to refuse any child who shows signs of illness. In such cases, the camp staff's judgment is final.
2. It is the parent's responsibility to verify that their child's daily health is adequate for his/her participation in the program before bringing him/her to the school. A child who shows signs of illness should be kept home for his/her own good as well as for the protection of other children.
3. If a child 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 child to the hospital.
4. If your child is exposed to a communicable disease, you must notify us immediately so that incubation dates can be verified and/or health of all children concerned can be protected.



Please do not send your child to camp if they display any of the symptoms below, as they may indicate a real illness:

1. Temperature above 101 F in the morning.
2. Diarrhea, where more than one abnormally loose stool has occurred in the last 24 hours.
3. Vomiting any time after 6 p.m. the preceding evening.
4. 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.
5. Difficult or rapid breathing.
6. Yellowish skin or eyes.
7. Pinkeye (conjunctivitis), evidenced by tears, redness or eyelid lining and irritation, followed by swelling and discharge of pus.
8. Infected skin patches that are crusty, bright yellow, dry or gummy.
9. Any contagious disease, like chicken pox, measles, mumps, mono, etc.
10. If an antibiotic has been given for an ear infection or sore throat, wait 24 hours before sending a child back to camp.
11. Severe itching of the body or scalp could indicate the presence of lice.
12. Severe sore throat or trouble swallowing.
13. Constant runny nose.

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

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.

