

Super Tots

2018 Parent Manual



Who are the summer camp staff?

The Super Tot Coordinator is a preschool teacher. The counselors are either teachers in the community or are students pursuing careers working with children. All staff are CPR/First Aid certified and attend training sessions before camp begins through the park district. Many staff were campers in a variety of Wheaton Park District camps in their younger years.

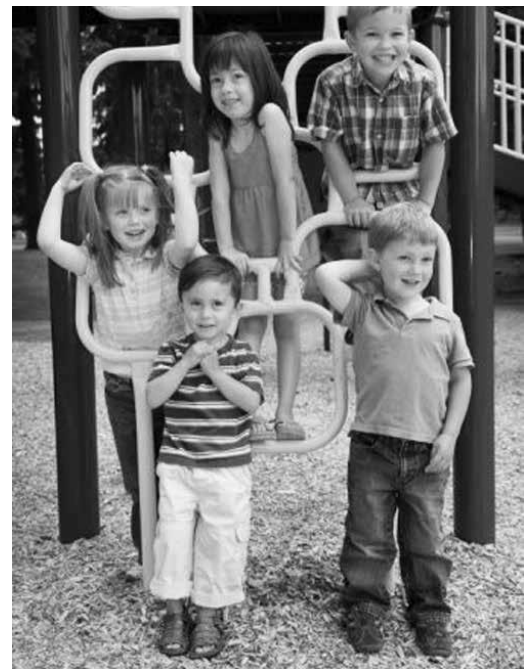
Summer camp staff by location:

Preschool and Camps Manager – Office located at the Community Center

Jamie Martinson 630.510.5138 jmartinson@wheatonparks.org

What should you expect from the Super Tots?

We believe that sharing literature with children is important. Reading to a child can help foster good thinking and predicting skills and gets them interested in books. Literature that correlates with weekly themes are used. In order to ensure consistency throughout the program, rotating theme units including books, activities and craft ideas are circulated throughout the sites every week.



Dear Campers and Parents,

Welcome to Super Tots! 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.wheaton.parkdistrict.com. Look for the camps button on our home page.

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

- Health History & Emergency Form
- Available on our website at wheatonparkdistrict.com. Please download and return on first day of camp. Medicine Dispensing Form (only to be turned in by those requiring that medication/inhalers be taken by campers during camp time)
- Inhaler/Epipen Waiver

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*



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

Community Center: 630.690.4880 (ask for Super Tots)
 Rathje House: 630.871.2854

What are the camp hours? (both camps)

Morning session: 9:15-11:45 am
 Afternoon session: 12:45-3:15 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 day's 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. Camps are held at a secure indoor location. If it rains we will hold outdoor activities inside for the day.

What are the arrival procedures at camp?

On the first day of camp, please check in with the site instructors who check your camper's forms and makes sure that everything is filled out correctly. The site instructors note 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:

- Health history and emergency form (both sides)
- Medicine dispensing form (if needed) – Available on our website at wheatonparkdistrict.com. Please download and return on first day of camp.
- Inhaler/Epipen Waiver – Available on our website at wheatonparkdistrict.com. Please download and return on first day of camp.

What are the dismissal procedures from camp?

To insure the safety of all campers, our dismissal procedures are as follows. Campers are only released to their parents, guardians or another adult who has been listed on their form. Camp staff meets you at your camp location.

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.

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.

Does my camper have to be toilet trained?

We appreciate if children are potty trained, but we understand that children progress at different rates, so pull-ups are acceptable. We realize that accidents happen, so we ask that parents keep their cell phones on while their camper is at Super Tots in case we need you to come with a change of clothes.

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

All camp letters and reminders go home with campers in their backpacks. Also available online at www.wheatonparkdistrict.com are medicine dispensing forms, Inhaler/Epipen Waiver, camp evaluations, and tips and policies.

Does my camper need to bring a snack to camp?

Yes. Snack time is an important part of each day. Snacks should be nutritious, and we have included some examples below. The park district's environmental policies promote recycling and reducing solid waste. For this reason, we ask that your camper bring a **no waste snack** each day. What do we mean by "no waste?" Try to bring the snack in a reusable lunch bag with Tupperware or even plastic sandwich bags. Plastic sandwich bags can be washed and reused again for quite some time. And for drinks, have your camper tote along a refillable water bottle. If there is any leftover packaging or wrapping, it will go home with your camper.

Healthy Snacks for Kids

- Cut-up veggies with ranch dip
- Yogurt
- Pretzels/Goldfish
- Cheese and Crackers
- String cheese
- Animal crackers
- Blueberry/corn muffins/pumpkin bread
- Fruit kabobs
- Granola bars
- Snack mix (Chex Mix, raisins, Cheerios, etc.)
- Apple slices with dip
- Rice cakes
- Jell-O

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.

How do I inform you that my camper has allergies?

If you have a camper who needs to have medicine available to them at camp, please fill out the Medicine Dispensing form and Inhaler/Epipen Waiver. This form must be filled out and accompany any medication in its original container where it is stored in a locked box and administered by the site instructor who keep a logbook.

What is the health and history emergency form used for?

Please fill out the emergency form (front & back) that is included in 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, and who will be picking your child up at camp.

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

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 any time 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 (only on water days at end)
- Towel (only on water days at end)
- Sunscreen (please apply ahead of time)
- 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 (please apply ahead of time) – mosquito

What about mosquitoes?

We want to remind you that mosquitoes make their presence known at camp. These tiny blood suckers can make camp miserable if your child is not adequately protected. The simplest way to make sure that your child has an enjoyable experience is to apply insect repellent prior to your arrival.

What should my camper not bring to camp?

- Pets of any kind, unless it is a certified service animal.
- Cell phones or pagers (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
- Knives and weapons

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.

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.*

Will my camper receive a camp T-shirt?

Yes, campers who are in the Super Tots sessions receive a T-shirt by the first week of camp. We ask that all Super Tot campers wear their T-shirt every day at camp. This helps staff differentiate Super Tots campers from other campers that may be in the building. We also ask that all campers wear their T-shirts on the night of the Olympics.

What are the Special Event and what day do we go?

The Special Event takes place on Wednesday, July 12 and Thursday, July 13. The event is held at the Community Center gym and the festivities start at 6:30 p.m. We ask that all campers arrive at the gym by 6 p.m. on the day that they are scheduled.

- All Monday and Wednesday classes at all locations attend the Special Event at the Community Center on Wednesday, July 11.
- All Tuesday and Thursday classes at all locations attend the Special Event at the Community Center on Thursday, July 12.

The Special Event is a fun evening event that lets the kids show off their talent to their parents and families through a series of games and activities. We invite all family members, mom, dads, brothers, sisters, grandparents and neighborhood friends to attend. We think the more the merrier to help cheer on your child's class.

- On the day of the Olympics there will be camp held during the day.
- All campers should wear their Super Tot T-shirts to the Special Event.

Additional detailed information will be sent home with your camper closer to the date.

How long will the Special Event take?

The Special Event usually runs about 1-1/2 hours to 2 hours beginning at 6:30 p.m. with our opening ceremonies. We would also like to invite any Super Tot alumni to join in on the opening ceremonies.

What are water days at Super Tots?

Water days take place on the Monday and Tuesday of the last week of Super Tots before the Olympics. Please dress your child in a bathing suit under the clothes that they wear to camp that day. We play exciting and fun games that all have to do with water, of course, weather permitting. Also, please apply sunscreen before your camper comes to camp and bring a towel.

