



**Welcome to the
Frankfort Square Park District
Summer Day Camp Program!**

Dear Camp Parents,

Thank you for choosing the Frankfort Square Park District Summer Day Camp program. This summer will be filled with a variety of fun activities. Our first priority is the safety of all participants while ensuring positive and exciting experiences.

It is very important that parents read all of the information included in the online packet to ensure that you and your child will make a smooth transition into our day camp program.

We will be having a Day Camp open house night at Mary Drew School on Monday, May 10th, from 6:15-7:15pm. The address to Mary Drew is 20130 S. Rosewood Dr. Frankfort, IL 60423. We encourage new and returning parents to attend. Tour the facility, ask questions, meet some of our team and pick up informational flyers. We look forward to meeting you. 😊

If you have any questions or concerns throughout the course of our summer day camp sessions, please feel free to contact us at (815-469-3524). We are looking forward to a great summer with you and your child. **The camp cell phone will be with us at all times if you need to get in touch with staff or your camper. Feel free to call or text us at 815-483-5241.**

Sincerely,
The Camp Staff

GENERAL INFORMATION

Day Camp will be held Monday – Friday from 9:00am – 5:00pm at Mary Drew.

CAMP VISION

It is our hope that the Frankfort Square Park District Summer Day Camp program will provide each camper with a unique memorable experience by creating friendships, building confidence, social skills, and teach responsibility.

CAMP MISSION

Our summer camp is planned to enrich lives of its campers by providing a fun and safe environment for everyone. Each week we implement new themes and activities.

DAY CAMP ARRIVAL & DEPARTURE

1. Parents and guardians will enter through door #2 to sign their child in and out each day.
2. The doors will remain locked as Mary Drew is only open to participants and staff at this time. You will complete your signing in and out inside the double door foyer area.
3. Camp staff will open the front door from 8:55-9:15am to greet campers at drop off and again from 4:40-5:00pm for pick up.
4. If you are arriving after 9:15am or earlier then 4:40pm, you must call the Day camp cell phone number at 815-483-5241. A staff member will meet you at the door to sign in or out.

IDENTIFICATION FOR PICKING UP YOUR CAMPER

When picking a child up, a parent/guardian must sign their child out in the binder. The first couple weeks everyone will have to show an ID to camp staff at sign out to confirm they are on the approved pick up list before your camper(s) will be released. You can add any family members or friends to the additional pick up list. Your child will not be allowed to leave camp with anyone not listed on the additional pick up list.

EARLY DROP OFFS & LATE PICK UPS

Campers should arrive no earlier than 5 minutes prior to the start of camp. This allows camp staff to prepare for the day's activities. At the end of camp at 5pm, children should be picked up promptly. If you are more than 15 minutes late, you will be charged the late pick fee of \$15 each occurrence.

EARLY PICK-UP

If your child is to leave early for any reason, please write a note identifying the person he/she is to leave with, and the time he/she will be leaving. In the note, please write the name of the person, phone number, and make sure the person picking up brings a picture ID. Be sure to let your child know who will be picking them up.

LUNCH & SNACKS

Campers will have a half-hour for lunch in their designated classroom. Children should bring a sack lunch and a drink with their name marked on the bag. **Please do not send your child with anything that needs to be heated up as there is not a microwave available.** A small re-freezable cooler device is recommended to keep lunches cool. **We require that you send a water bottle with your child everyday with their name on it, as well.**

We will offer snack time at 10:00am and 3:00pm. Please pack your camper 2 additional snacks in their sack lunch. Please note that the water fountains are closed at this time.

DRESS CODE

Campers should wear comfortable, durable, play clothing appropriate for all weather conditions. Labeling clothing is recommended to keep lost items to a minimum. **Children are required to wear gym shoes to participate in various activities. Do not send your child in sandals, as they are not appropriate for some of the activities and they can easily injure their feet.** Frankfort Square Park District is not responsible for any missing items brought to camp.

TOYS

Participants may bring a screen device such as an iPad or screened game, 1 small toy of choice and a book. The Frankfort Square Park District staff cannot be held responsible for any toys or electronic devices brought to the program. Each child is responsible for his/her belongings.

COVID 19

Upon entrance to Mary Drew each camper will use hand sanitizer. Each student will be assigned a certain room and desk each day. Groups will not switch throughout the day and any sharing of games will be sanitized. Room 109 will have a group of 25 campers with staff and room 104 will have a group of 15 campers with staff. Day camps new maximum for this summer is 40 campers to accommodate social distancing. Each group will have time to go into the gym to play a non-contact physical activity games. The gym equipment will be disinfected after each group leaves. Every night the desks will be wiped down and disinfected as well. If your child or anyone in your household is sick, please do not bring your student.

FACE COVERINGS

Both campers and counselors will be required to wear a face mask during the duration of camp with breaks scheduled in-between. Campers will be able to take their mask off when eating or drinking and when we are outside and they are able to keep their distance. Campers may also take their mask off when participating in an individual game, activity, or craft while being behind a plexiglass shield. The Park District has made plexiglass shields available for campers to use if they choose. There is a zero tolerance if participants take off masks or uncover part of their face during non-mask break times or when not behind the plexiglass shield.

HEALTH QUESTIONNAIRE SCREENING

Each day before coming on-site you are responsible for completing our health questionnaire that is posted. If the answer is "yes" to any questions, please do not come on-site. Call or text us at 815-483-5241 with the reason your student will be absent. You can expect a call from FSPD in the event of their absence and the reason for the absence. We will keep track of this to monitor our log closely. Please monitor their health regularly. In the event your child develops symptoms of COVID while at camp, you are expected to pick them up within 30 minutes of receiving a phone call from FSPD. Your child will then be quarantined in a hallway to eliminate the potential exposure to others.

SUPPLY KIT PROVIDED

FSPD is providing each camper their own supply kit. The supply kit will be stored at Mary Drew each night in a Rubbermaid container labeled with your campers first and last name. This will eliminate having to share any art/craft supplies. The last day of camp your child will get to take home their supply kit box.

HEALTH & SAFETY

If a camper is ill, has any symptoms of COVID 19, or you answered "yes" to any of the questions on the health questionnaire, please do not send them to camp until they are symptom free. Please call or text the Day Camp cell phone number at 815-483-5241 with a reason of absence. A tracking log will be kept due to COVID 19.

We need to be made aware of any allergies your child may have, especially food allergies. Please fill out the emergency form properly.

If a camper needs to keep any medicine at the park district, please refer to the medication form. If a camper needs to keep an inhaler or EpiPen at the park district, please refer to the inhaler or auto injector waiver. Medicine must be in its original container with the prescription information clearly marked. Please contact us prior to the camper's first day of camp to discuss administration of medicine.

PARTICIPATION

Every day campers will participate in a craft and multiple activities to correlate with the weekly theme. Positive camper participation is expected. We will never force a camper to play, although if they choose not to play; they will sit off to the side on the bleachers or in a desk. All games and activities are for fun and campers should respect and follow all applicable rules as well as listen and abide to what staff are asking.

CELL PHONES

Absolutely no use of cell phones are permitted at camp. We ask all cell phones to be put away for the duration of camp. **If you need to reach camp, please call the camp phone at 815-483-5241.** Staff carry the phones on site and to all field trips.

SUNSCREEN

Please bring your campers sunscreen labeled each day in their bag. Sunscreen may not be shared by campers except siblings. Staff are unable to help campers put sunscreen on unless it is spray-able not lotion or stick.

FSPD does not provide sunscreen for your children.

CAMP SHIRTS

Each Camper will be provided with one camp T-shirt during their first registration. Additional camp T-shirts are available for purchase at the park district office for \$10.00. You can pick up the shirts at the time of registration. Camp shirts are required for all swim days and field trips. At this time field trips are NOT approved.

CODE OF CONDUCT

The Frankfort Square Park District is committed to providing a safe and fun environment for all participants and guests. By doing so, patrons are required to act appropriately, and are to be respectful of others at all times when using Frankfort Square Park District facilities. Individuals using Frankfort Square Park District facilities are expected to behave in an appropriate and responsible manner. The Frankfort Square Park District Code of Conduct does not permit use of language or any action that may hurt or frighten another person or otherwise falls below a generally accepted standard of conduct. Directions issued by the park district staff must be followed at all times.

- Show respect for all participants, guests, spectators, staff, and volunteers
- Follow program rules and direction from staff
- On-going parent / guardian communication with staff if concerns arise
- Show respect for equipment, supplies, and facilities
- Use of abusive or foul language, arguing, fighting, and any other form of harassment or intimidation is prohibited
- Weapons, drugs, and alcohol are prohibited on school and park district property
- Report incidents where park district policies are disregarded to staff
- Report illegal activities to police/sheriff

This Code of Conduct is in place to help make the Frankfort Square Park District's facilities and programs safe and enjoyable for everyone. If inappropriate behavior occurs, a prompt resolution will be sought specific to each situation. The Frankfort Square Park District reserves the right to remove anyone whose behavior endangers his or her own safety or the safety of others.

DISCIPLINE POLICY

We want everyone to be happy and positive at camp while making new friends, learning new things, and exploring new places. However, sometimes inappropriate behaviors can complicate the camp dynamic. In order to provide a safe and effective camp, all campers are expected to follow the rules.

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each situation. The Frankfort Square Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

However, disciplinary action will be taken if rules are not followed. If disciplinary action were to be taken, a parent or guardian would be notified. We have a 3 strike policy. Strike 1: verbal warning. Strike 2: Written warning. Strike 3: Dismissal from camp for the day. If dismissal from camp were to occur, the household would receive half credit to their account for the day. If behaviors continues, this may result in the child being removed from camp permanently.

PROCEDURES

Upon registration or entry into the program, the parent/guardian should be solicited for any information regarding special accommodations needed for the participant. If any of these special accommodations are behavior related, the parent/guardian should be contacted for information about any behavior modification programs in place at school or home. Attempts should be made to utilize these in the program. Also, the inclusion coordinator from the Lincolnway Special Recreation Association (LWSRA) should be contacted for guidance. Documentation should be maintained regarding any problem behaviors, special accommodations, and behavior modification programs.

INCLUSION POLICY

The Frankfort Square Park District is committed to inclusion and providing equal public recreation opportunities in the most integrated setting to individuals with disabilities, as defined under applicable law. Accordingly, we do not discriminate against eligible individuals with disabilities in regard to participation in public recreation opportunities. The Frankfort Square Park District is committed to complying with the Americans with Disabilities Act (ADA), the Illinois Human Rights Act (IHRA), and all other applicable local, state and federal laws in providing reasonable accommodation and shall review requests for accommodation on a case-by-case basis.

If a program aide is needed for your camper, the parent or guardian should fill out an Inclusion Information Form. Please allow 2 weeks for Lincolnway Special Recreation Association (LWSRA) to review and assign staffing.

PHYSICAL/THREATENING/OFFENSIVE LANGUAGE BY A CAMPER

Campers will be immediately sent home for any physical/verbal threats/taunts/offensive or inappropriate language or other items deemed unsafe by staff, there will be a zero tolerance for this behavior. Any physical actions taken by a camper towards a fellow campers, staff or property will result in at least one day removal

from camp based on the severity of the incident. Even if a camper feels they are defending themselves, there is no tolerance of physical altercations at camp.

Campers should adhere to the following rules:

1. We expect all staff to be respected by campers. This includes, but not limited to: listening and following directions, no back talk, following directions given, no raising voice to staff, no swearing, no comments made about staff or fellow campers, and no name calling. Campers need to also respect other peers as well.
2. Campers will respect fellow campers. No teasing, name calling, excluding, physical or verbal taunts.
3. Campers will follow the rules of the camp activity they are doing at that time. Failure to adhere to these rules or not follow your group will result in dismissal for the remainder of the day.
4. Campers will be team players when participating in activities.
5. Campers are to inform a staff member when being disturbed or taunted by other campers. If staff do not know something is occurring, we cannot work to stop it. Even though staff are in the general area, it does not mean they saw or heard what happened.
6. Campers are expected to leave cell phones away for the duration of camp. If campers are on their phone it will be confiscated and returned to parents at the time of pick up.
7. Campers who bring in or threaten to bring in weapons or other dangerous items will be immediately dismissed from camp. No refunds will be granted.
8. Participants may bring a screen device such as an iPad or screened game, 1 small toy of choice and a book. The Frankfort Square Park District staff cannot be held responsible for any toys or electronic devices brought to the program.

Removal from camp: We want camp to be a memorable experience for everyone. If a camper continues to not abide by the rules they will be sent home. If we need to send a camper home more than 2 times your campers will be removed from the program. We expect campers to follow the rules and be kind to everyone. Negativity can effect camp as a whole and not just effect those involved. Please be aware that based on the severity of the incident, dismissal from the program can occur immediately.

PAYMENT AND REGISTRATION

In person registration begins Monday, April 12th. Please refer to the registration form for dates and fees, included in this packet. Make sure you fill out the emergency contact form and any additional forms needed. Registration of any combination of single days or “all 5 day” weeks **must be completed Monday at midnight, 6 days in advance of the week of which you are registering for. Please see attached calendar for registration deadlines. No late registrations will be accepted.** There will be a \$5 transfer fee, per child, if you choose to change your days once you have registered, prior to the deadline calendar. The Frankfort Square Park District is not responsible for any non-registered camper dropped off at camp. Please note, if a child is dropped off that has not been properly registered, we will call the parent or guardian to pick up the child.

EMERGENCY MEDICAL & HEALTH POLICY

All campers must have an Emergency Participant Form filled out prior to the start of camp. Camp Counselors will refer to this form in the event of an incident or accident. If your child carries an inhaler or EpiPen with them, please refer to the inhaler or auto injector waiver. If your child needs to take medication during the duration of camp, please refer to the Permission to Dispense Medicine form. We ask that you bring an extra inhaler, EpiPen, and the proper amount of medication to camp as Camp Counselors will carry a first aid kit with them every day. The security, confidentiality, and privacy of your camper’s personal health information will always be protected. Only Camp supervisors will have access to participant health information.

The safety of your child is our number one concern. We will always strive for a safe, nurturing environment; however, children may get hurt or injured. In the unlikely event of such an occurrence, we will contact you. The staff will notify you if an illness or injury occurs during the before/after school hours. **All emergency information forms and medical authorization forms must be completed and up to date prior to any child starting this program.** In the event of serious injuries or other emergency medical issues, paramedics will be called. We will then call you to inform you of the situation. If we are unable to reach you, the emergency contact person will be called. If medication needs to be administered during the Day Camp program, a separate, completed permission form must be on file. All medication must be in its original container with the child's name on it, dosage, and times he/she should receive it.

If you have any questions or concerns regarding Day Camp, please call the Frankfort Square Park District at (815)469-3524. For more information visit www.fspd.org