



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 and great field trips. 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 this packet to ensure that you and your child will make a smooth transition into our day camp program. Attached to the back of this manual you will find several important forms that must be completed and returned to the park district prior to your child's first day of camp.

We will be having a Day Camp open house night at Mary Drew School on Thursday, May 18th, from 6:15-7:15pm. The address to Mary Drew is 20130 S. Rosewood Dr. Frankfort, IL 60423. We encourage new parents & 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 ahold of counselors 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 8:00am – 6:00pm 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, trips, and activities.

DAY CAMP ARRIVAL & DEPARTURE

1. The drop off and pick up location for day camp will be at Mary Drew and the white board will state the location.
2. On the days that drop off will be located at the playground, a sign will be posted on the outside window of the main entrance. A parent/guardian must escort their child to the designated drop off area for the day, and sign the camper in on the sign in sheet located in our binder staff will carry with them.
3. When picking their 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.
4. 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 6pm, children should be picked up promptly. If you are more than 15 minutes late, you will be charged a \$15 late fee.

FIELD TRIP DEPART & ARRIVAL TIMES

Please keep in mind that day camp will be departing on field trips as early as 9:00 am. If your child has not been dropped off prior to the day camp programs departure, you are responsible for bringing them to the location of the field trip and signing them in with the group. There will be a white board calendar located behind the desk of the lobby listed with arrival and departure times. We encourage you to take a picture of this calendar to reference on your phone. If your child will not be attending camp, we ask that you call or text camp staff at (815) 483-5241, or notify the staff prior to the day of attendance.

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.

HEALTH & SAFETY

If your child is ill or has a fever, we discourage their participation. In the event a child becomes ill during camp, a parent will be notified. If the parent is unavailable, the emergency contact will be notified. If your child has a fever, please keep them home until they are fever free for 24 hours.

LUNCH

Campers will have a half-hour for lunch, the time will vary based on field trip schedules. 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. Please do not rely on the concession stand at the pool for lunch. The pool may not be open on the days we are scheduled to use it due to weather conditions. **We require that you send a water bottle with your child everyday with their name on it, as well.**

DRESS CODE

Campers are required to wear their camp T-shirts on all off site field trips. 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.** Sandals may be worn to the pool on swim days, but please bring gym shoes as well. Frankfort Square Park District is not responsible for any missing items brought to camp.

FIELD TRIPS

In the back of this manual, you will find a field trip calendar, along with a field trip permission form. The permission form must be signed and returned to the front office before your child will be allowed to attend a field trip. This waiver will serve as the permission form for all trips taken during the 2020 summer day camp program. **Campers must wear their Day Camp shirts on field trips. Field trips listed on the calendar may be subject to change. There are no rain dates or trip make up days in the event of inclement weather.**

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; if your camper chooses not to play they will sit off to the side on the bleachers. All games and activities are for fun and campers should respect and follow all applicable rules as well as listen and abide to staff direction.

CELL PHONES

Absolutely no use of cell phones are permitted at camp. We ask that all cell phones and electronics 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 phone on site and to all field trips.

SWIMMING

Please send your child to camp with a bathing suit every day, as water activities may take place at camp even on non-swim days. Campers will attend swimming field trips at least two days a week depending on the weather. Please inform the Camp Counselors if your child has any swimming difficulties. Send your child with sunscreen, a towel, and a white T-shirt if your child's skin is extremely fair. All personal items should be marked with your child's name and sent in a bag for them to carry. **Camp shirts must be worn on swim days.** A concession stand is available at the Palos Heights Pool, Lemont Centennial Pool, and Tinley Park White Water Canyon. Concessions are not included in the camp price, campers are allowed to bring their own money to purchase items. The first 30 minutes of each pool day we open it up to optional concessions. Campers will not be allowed to stay at the pool after camp hours.

Swim tests will be completed at each pool for swimmers interested in swimming in the deep end, using diving boards, or slides. Those that pass the test will be given a wristband to wear. The wristbands will help counselors identify where the campers are able to swim. Swim tests will be completed at all pools we are scheduled to attend this summer.

SUNSCREEN

Please bring your camper sunscreen labeled each day in their bag. Sunscreen may not be shared by campers except siblings. Staff are able to assist campers with spray-able sunscreen. Staff are not able to assist with sunscreen in lotion or stick form.

WEATHER CONDITIONS

Day camp will meet rain or shine. On swim days, if the temperature is 70 degrees or below and/or raining the pool will not be open. If the index is 95 or above, field trips will be canceled and children will remain inside.

CAMP SHIRTS

Camp t-shirts are available for purchase for \$15 at the Administration Building. Please purchase your camper's shirt at time of registration. Camp shirts are required for all swim days and field trips.

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 continue, 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. No outside toys or electronics should be brought to camp. Everything your camper brings into camp is their responsibility.

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

Registration begins Monday, April 24. Please refer to the registration form for dates and fees, included in this packet. You may register on-line at www.fspd.org or at the Administration Building. Please note that if you do register online, you will have to come in person to the park office and fill out necessary paperwork before the first day of camp. 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.** 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

Please complete the following attached forms and return to the Administration Building PRIOR to your camper's first day of camp attendance.