

Fun Camp



Parent Guide Manual 2022-2023 School Year

Fun Camp School Year 2022-2023

Welcome to the Park District of Forest Park FunCamp program. We are happy that you chose our program for your child. The information in this manual will help answer questions you may have regarding our program. If, at any time, you have concerns or any questions, please do not hesitate to contact our FunCamp staff or Ryan Vilanova, Recreation Supervisor.

Park District of Forest Park FunCamp Goals

- Each participant receives meaningful, enjoyable and satisfying leisure-time **recreation** activities in a safe atmosphere.
- Each participant will learn how to work and play as a member of a group without sacrificing individuality
- Each participant enhances personal growth, emphasizing confidence-building, high self-esteem and acceptance within a group, independence and resourcefulness.
- Each participant develops healthy habits, a sense of fair play and a respect for property and equipment.
- Each participant develops an appreciation for the environment.

Because Fun Camp is a school-year program, it is also our goal to reinforce attitudes and values learned at school.



IMPORTANT FUNCAMP INFORMATION

CALENDAR

School-year FunCamp Afterschool recess runs from Tuesday, **AUGUST 23, 2022** through Friday, **June 9, 2022**. Our calendar is based on the School Calendar of the Forest Park Public Schools District No. 91.

***IMPORTANT NOTES:**

FunCamp will be closed on

Monday, August 22, 2022

Monday, September 5th – Labor Day

Thursday & Friday, November 24th & 25th – Thanksgiving

Friday, April 7th – Good Friday

Monday, May 29th – Memorial Day

Additional days may be added at the Administration's discretion.

***IMPORTANT NOTES**

-There will be **NO FUNCAMP on:**

Monday August 22, 2022

Monday September 5, 2022

November 24th and 25th,

Monday December 26, 2022 and Monday January 2, 2023

and Friday April 7, 2023.

-FULL DAYS AT FUNCAMP (NO SCHOOL)

October 6, 2022

October 7, 2022

October 10, 2022

November 8, 2022

December 23, 2022

January 16, 2023

February 20, 2023

March 6, 2023

April 4, 2023

May 29, 2023

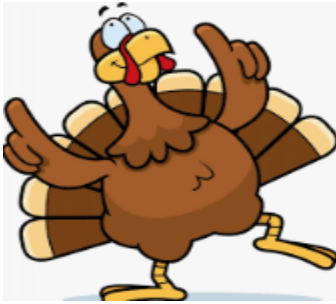
Fee is \$70/week.

School Breaks

Thanksgiving Break

November 21, 22 and 23, 2022

7:30AM - 6:00PM Monday-Wednesday \$90/3days (residents only)



Winter Break

December 27-30, 2022

January 3-6, 2023

Daily (7:30am-6:00pm) \$30R/\$35NR



Spring Break

March 20-24, 2023

Daily (7:30am-6:00pm) \$30R/\$35NR



FEE FOR AFTER SCHOOL FUN CAMP IS \$70.00/WEEK

Participation in FunCamp does not guarantee participation in our Summer Day Camp program. Please watch for information concerning Summer DayCamp registration in the spring.



Ryan Vilanova (708) 366-7500 ext. 117
Administrative Office (708) 366-7500
Danette Krajewski (708) 366-7500 ext. 113
Day Camp building (708) 771-7381

REGISTRATION AND PAYMENTS

- Registration is broken down into blocks (2-6 weeks per block depending on month)
- All blocks have installment plans. The installment payment will automatically be deducted on Friday morning, the week before.
- If you do not choose the installment plan payment must be made in full at time of registration
- Camp fees are NOT prorated. No refunds or credits will be issued for missed days.
- If you have any questions regarding registration or the installment plan please contact Ryan Vilanova (708) 366-7500 x117 or Danette Krajewski (708) 366-7500 x113



August 2, 2022

All registrations will be done online through Amilia. All children, both new and returning families, must be fully registered by the Friday before **each** session begins. To be considered fully registered, all paperwork must be complete and fees must be

paid in full (or done via installment plan). A \$10.00 administrative fee will be charged to anyone wishing to complete registration after the deadline.

EMERGENCY FORMS

Each participant must have an emergency form on file with the Fun Camp Director. A form is attached to this guide. *This form must be completed at the time of registration.*

If there is ever a change that needs to be made to your child's emergency information, please make changes in your Amilia account or let us know. It is important that this information be as current as possible.

RETURNED CHECKS

There will be a \$25.00 charge for any returned checks. After **TWO** returned checks, your check writing privileges with the Park District will be revoked.

ATTENDANCE

If your child will not be attending camp, we would appreciate a call at 708-771-7381. Please leave a message on our voicemail if you call before or after hours. No refunds will be given for missed days or vacation.

TRANSPORTATION



Transportation will be provided from Forest Park Public Schools only with Park District vans/buses at the end of the school day. If your child participates in an after-school activity (i.e. After School Sports, Girl Scouts, Cub Scouts or other school-based program) arrangements may be made to pick them up at a later time, however this information **must be submitted to the FunCamp staff in writing at least 48 hours in advance**. A form is attached for your convenience. We can provide transportation from District # 91 Forest Park Public Schools ONLY.

CAMPER RELEASE FORM

When you register your camper, you will find a form that you must fill out regarding who is authorized to pick up your child from camp. Please list ALL names and phone numbers on the lines provided. If the information you provide to us changes please notify us in writing immediately or change in your Amilia account. **Your child**

will not be released to anyone whose name is not included on the form (parents excluded) and identification will be required. Also if there is anyone who IS NOT permitted to pick up your child please list them and label it clearly. This form must be completed at the time of registration.

WHAT TO BRING ON FULL AND HALF DAYS OFF FROM SCHOOL

All campers should bring lunch on days off of school. If you would like your child's lunch to be refrigerated, please pack it in a **brown paper bag** OR a **plastic grocery bag** with his/her name written clearly on it. Please note that no appropriate food alternatives for lunch are kept at Building #4, so please be sure that your child does not forget his/her lunch on days off from school.

GAMES AND TOYS

Games and toys from home are not necessary; in fact we ask that you leave them at home so they won't get lost or broken ☺

PERSONAL BELONGINGS

Children will be assigned an area in which to keep their belongings. **Please label all your campers belongings. The Park District of Forest Park will not accept responsibility for lost or damaged personal items.**

WHAT NOT TO BRING



- Cell phones: Camp is a place for developing independence, social interaction and play. Cell phones directly interfere with these goals, if we see a cell phone out we will confiscate it until the parent picks it up.
- Game-boys, iPods, etc.
- Expensive toys or other items of value
- Any unauthorized medications: all medicine, including over-the-counter medications, must be registered with camp administrative staff. This will ensure that your child receives proper dosages at correct times. Please be sure to complete a

Medication Dispensing Information form and ask for a copy of the Park District's Dispensing of Medication Procedures. These forms are available through the Administration Office or you may request them from Fun Camp staff.

FIELD TRIPS



Field trips *may* be planned on full days off of school. The trips are **mandatory** and are included in the cost of camp. A separate permission slip must be signed before your child(ren) will be allowed to go on the trips and all FunCamp fees must be up-to-date. **All** children and staff will attend all field trips. No refunds will be given for missed field trips.

PICK UP



After School camp ends at 6:00 pm. At the end of camp children will not be released to anyone but their parents unless we have received a phone call or note from the parent. The only other people who will be allowed to pick up campers are those listed on the "Camper Release Form" provided in your Amilia account. Please do not be offended if the staff asks for identification, they are only looking out for your child's safety. **PARENTS MUST SIGN THEIR CHILD OUT AT THE END OF THE DAY!!!!**

A late fee of \$1.00 for every minute will be charged if you are late in picking up your child. If you know you are going to be late, please call us at Day Camp to let us know. Excessive late pick-ups may be the cause for your child's dismissal from Summer Day Camp.

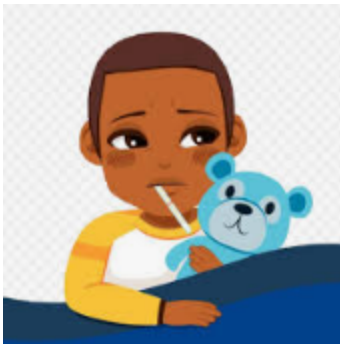
In the interest of the safety of our children, we must ask that parents observe the traffic signs posted in the Park when dropping off and picking up children. Please **do not enter the Park from Hannah Avenue**; Sansone Drive is a **one-way** street exiting the Park. Also please note that stop signs are posted both on Ken Stange

Drive and Sansone Drive. Failure to observe posted signs may result in you being ticketed.

MAILBOXES

Each family will have a “mailbox” where staff will place written communications for parents. The mailboxes are actually hanging file folders and will be arranged alphabetically by campers’ last names. Mailboxes will be located on the counter next to the sign-out. *Please be sure to check your mailbox daily for important messages and announcements.*

HEALTH



If your child is sick please do not send them to camp. In the case of any communicable disease (Chicken Pox, Lice, etc.) please contact the Camp Director immediately for the health and safety of others. We will notify all parents of any communicable diseases.

MEDICATION



If your child is on medication, it is preferable that doses be taken before and/or after camp; however, we realize that this is not always possible. If your child requires medication while at Camp, the Park District adheres to a specific policy and a form authorizing the dispensing of medication is **required**. Please ask the Fun Camp Director for this form or request it from the office staff. Absolutely no medication, including over-the-counter medications, is allowed at Day Camp unless the required paperwork is submitted.

SPECIAL NEEDS



The Park District of Forest Park Fun Camp will comply with the Americans with Disabilities Act (ADA), which prohibits discrimination on the basis of disability. The Park District of Forest Park Fun Camp will make reasonable accommodations to enable participation by any individual with a disability who meets the essential eligibility requirement for Fun Camp. If your child will require any special accommodations, notify us at the time of registration or contact Ryan Vilanova, Recreation Supervisor at least two weeks before the session begins so that special arrangements can be made.

DISCIPLINE

In order to provide a safe and fun School Year Fun Camp for your child, certain rules have been established. On the first day of camp, campers learn the rules and are responsible for following them. Fun Camp will also follow the Positive Behavior Interventions & Support System in conjunction with the Forest Park Public School District 91, the Community Center, The Forest Park Public Library, The Forest Park Police Department and the Village of Forest Park. This program supports positive behavior and consists of several levels to encourage and teach appropriate and positive behavior in your child's environment.

If a child is disruptive to the camp, however, a warning and a time-out will be given. Parents will be notified of any behavior problems in person or by phone. A Behavior Code of Conduct and an example "Behavior Report" form are attached to this guide. Please be aware that the issuance of five "Behavior Reports" will result in your child's dismissal from camp *without refund*.

****Civil Rights Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at <https://www.ascr.usda.gov/how-file-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
 2. Fax: (202) 690-7442; or
 3. Email: program.intake@usda.gov.
- This institution is an equal opportunity provider

SAFETY POLICY



Our policies have been created in the best interests of all children enrolled in camp programs. Although all active recreational programs carry an inherent risk, adherence to the following rules by staff, parents and children alike will provide the safest environment for your child;

- Campers will be supervised at all times.
- Campers will be escorted to and from camp each day by a parent or authorized adult.
- Telephones are for adult use only. Campers may only use phones under supervision and with permission of an adult.
- All staff are trained in emergency and evacuation procedures.
- All staff are trained in emergency first aid and CPR procedures.
- Reports are completed for any accident or incident occurring during camp hours. Parents will be asked to sign or initial these forms at pick-up. If an accident or incident requires immediate attention, parents will be contacted at the time of the incident.
- Our camps are frequently guests in public places. In addition to park rules, we must abide by all rules and policies established by the organization we are visiting.
- Staff members are required by law to notify camp administration of suspected child abuse or neglect.

Due to Covid-19 these are a few changes we have made for the safety of our campers and staff.

1. Please send a refillable water bottle.
2. Camp Hours are: **After-school – 6:00pm**
3. Please label any belongings, everything left behind not labeled will have to be disposed of.
4. Daily Snacks will be provided.
5. Any additional snacks and lunches should also be in a disposable container and should be free of nuts.

Thank you for registering. We are looking forward to seeing you.

If you have any additional questions please email:

rvilanova@pdofpstaff.org

or call (708) 366-7500 x117

**THE BEHAVIOR CODE OF CONDUCT
PARK DISTRICT OF FOREST PARK
KAMP KIDDIE/DAY CAMP/FUNCAMP PROGRAM**

In keeping with our program goals, we encourage fun for all of our participants; however, certain rules are necessary to ensure everyone's safety and enjoyment. For this reason the Park District's Kamp Kiddie/Day Camp/FunCamp programs have adopted the following rules and procedures.

BEHAVIOR

Participants are expected to exhibit appropriate behavior at all times.

RULES

- 1.) Show respect to all participants and staff.
- 2.) Refrain from using foul language.
- 3.) Refrain from causing bodily harm.
- 4.) Show respect to equipment, supplies and facilities.
- 5.) Think safety first and follow instructions.
- 6.) Physical violence will not be tolerated.
- 7.) Ball playing will not be permitted indoors.
- 8.) Running will not be permitted indoors.
- 9.) Children will stay in front of the counter at all times unless instructed otherwise by a staff member.

DISCIPLINE

A caring positive approach will be used regarding discipline. Park District of Forest Park staff will review rules and explain consequences at the beginning of each new program. Each situation that arises will be evaluated on its own merit.

PROCEDURES

- 1) If there is a conflict between two campers, neither one should resort to physical violence, but if one does, the other is to report it to a counselor immediately, they should never fight back. Once it is reported, the counselor will handle the situation; campers should not take these matters into their own hands. If the second camper does resort to physical violence rather than report the situation to a counselor, he/she will suffer the same consequences as the instigator, which will more often than not be a behavior report.
- 2) Time-outs are generally 5 minutes*, not 2-5 minutes.
- 3) After 3 time-outs in one day, or a seriously inappropriate action has been made by a child, a Behavior Report will be written up which will be given to the parent to be signed immediately. The parent may request a copy of the Behavior Report if desired and will receive it the following day.

PLEASE NOTE: If there is an extreme behavior problem (ex: physical violence or excessive disruptive behavior), parents will be contacted by the Kamp Kiddie/DayCamp/FunCamp/Teen Camp staff or Recreation Supervisor and will be required to pick up their child from camp immediately. **The Park District reserves the right to dismiss a participant whose behavior endangers his/her own safety or the safety of others.**

- 4) After the child's 4th behavior report his/her parents will be contacted by the full-time program supervisor.

- 5) FIVE behavior reports are grounds for dismissal from Kamp Kiddie/DayCamp/FunCamp

NO EXCEPTIONS will be made

Park District of Forest Park
Behavior Report
Fun Camp

Participant's Name: _____

Offense Level

Please check those that apply:

- Defiance of authority
- Disrespectful/abusive language
- Hitting, rough or physical abuse
- Throwing objects
- Continuous disruptive behavior
- Other: _____

Description of Incident:

Completed by: _____ (Staff) Date: _____

Parent Signature: _____ Date: _____

**Park District of Forest Park
Fun Camp**

**Fun Camp
Pick-up/Drop-off Request**

If your child will need transportation to and/or from summer school please fill out this form. Transportation will be provided to and from School District #91 Forest Park Public Schools only.

CHILD'S NAME:

WILL YOUR CHILD NEED TO BE DROPPED OFF AND PICKED UP?

_____ DROPPED OFF Time: _____

_____ PICKED UP Time: _____

PLEASE NOTE: When one becomes available to you, please provide a schedule/calendar of days in session to the Day Camp Director