



Parent Guide 2024

Summer Day Camp 2024

Welcome to the Park District of Forest Park Summer Day Camp Program. We are happy that you chose our program for your child this summer. The following information will help answer any questions you may have regarding Summer Day Camp. If at any time you have any questions, please do not hesitate to call the Day Camp Staff or Ryan Vilanova, Recreation Supervisor.

Park District of Forest Park Summer Day Camp Goals

- Each participant receives meaningful, enjoyable and satisfying leisure time activities in a camp atmosphere.
- Each participant learns 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 respect for equipment and property.
- Each participant develops an appreciation for the environment



SESSIONS

There will be 11 regular sessions of summer camp, each 1 week long. The dates for each will be as follow:

Session Dates	Field Trip/Activity	Date
Session 1: June 3-7	Chicago Dogs	6/7/24
Session 2: June 10-14	Pool Party	6/14/24
Session 3: June 17-21	Safari Land (KK)	6/19/24
	Urban Air 7+	6/21/24
Session 4: June 24-28	Zoo	TBD
Session 5: July 1-3	Pool Party	7/3/24
No Camp July 4 or 5		
Session 6: July 8-12	The Forge	7/10/24
Session 7: July 15-19	JG Reptiles	7/19/24
Session 8: July 22- 26	Pool Party	7/26/24
Session 9: July 29- Aug 2	MSI	8/2/24
Session 10: Aug 5-9	Magic Show	TBD
Session 11: Aug 12-16	Carnival Day	8/16/24

****Field trips are tentatively scheduled and subject to change.

**Regular Day Camp Hours are 7:30am-6:00pm.
\$155 Resident/\$250 Non-resident**

REGISTRATION

Only 100 spots are available for Kamp Kiddie and Summer Day Camp (weeks 1-10), 75 spots week 11. Campers must be registered for each week they wish to participate in order to be guaranteed a spot. A wait list will begin after all spots are filled. Wait list participants will be contacted via email if a spot becomes available. A \$25.00 cancellation/change fee will be charged for participants who register for a session and then cancel or change their registration. Spots fill up quickly so be sure to register for all the weeks you need your child in camp. **Registration is only held if the campers fees are paid in full or you have signed up with the installment plan. Fees automatically charged to a debit or credit card weekly.**

Camp is for children in grades Pre-k through 5th. **Campers must be 4 years old as of September 1, 2023 (no exceptions) and toilet independent.** We define toilet independent as being dressed in cloth underwear without frequent daily accidents. Camp staff are not equipped to assist children with potty training. We understand that regression may happen as your child becomes familiar with a new environment and we will try to work with you and your child during this transition time if it becomes an issue. However, if your child has frequent accidents we will reevaluate whether or not your child is ready for our program.

Kamp Kiddie and Summer Day Camp-Unplugged include lunch on all non-field trip days, entrance to the pool, a camp bag and summer of fun.

**There will be a meet and greet at camp on Friday
May 31, 2024 6:15-7:30.**

All campers and family are welcome to attend and meet 2024 Park District summer camp staff!

Registration Begins:

- Residents March 5, 2024
- Non-Residents March 19, 2024

DEADLINES

- Registrations can be processed by visiting www.pdofp.org.
- 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 you must be enrolled in the installment plan. No exceptions!

*****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

EMERGENCY FORMS

Each participant must have an emergency form on file with the Summer Day Camp Directors. This will be completed upon registration in amilia.

CAMPER RELEASE FORM

- During registration, there is 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 update your information in Amilia.
- **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 on this form and label it clearly.
- This form must be completed at the time of registration.

ATTENDANCE

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



FIELD TRIPS

- Field trips are a special part of our camp. They are away from the Park District of Forest Park and will require a bus ride.
- All campers participating are required to be at camp by 8:30AM the day of the trip or they may miss the trip and not be allowed to attend camp that day.
- You will receive an email about special attire (gym shoes, bathing suit, lunches etc) prior to the trip.



DROP OFF AND PICK UP

Summer Day Camp will be held at the Day Camp Building (Building 4), located behind the tennis courts. The Day Camp staff is on duty approximately 5 minutes before the start of camp. Please do not drop off your child any earlier. Each child must be checked in by a parent when he/she arrives at camp. 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 people listed on the "Camper Release Form" listed during registration. 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.

DRIVING THROUGH THE PARK

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.

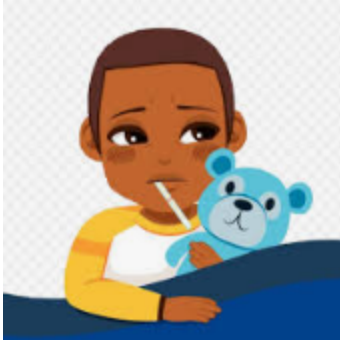


COMMUNICATIONS

Please be sure to check your email daily for important messages and announcements. Information on field trips, daily activities and special events will be communicated through email. If you have any questions you can email daycamp@pdofp.org, rvilanova@pdofpstaff.org, or dkrajewski@pdofpstaff.org. We will answer any questions or concerns you may have promptly.

Michelle Dionido - Camp Director	(708) 771-7381
Karina Shelwood- Camp Director	(708) 771-7381
Andre Steward - Camp Director	(708) 771-7381
asteward@pdofp.org	
Administrative Office	(708) 366-7500
Ryan Vilanova, Recreation Supervisor	(708) 866-7667
rvilanova@pdofpstaff.org	

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 preferred 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 Summer Day Camp Director for this form or request it from the office staff when registering. Absolutely no medication, including over-the-counter medications, is allowed at Day Camp unless the required paperwork is submitted. 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.

SPECIAL NEEDS

The Park District of Forest Park Summer Day Camp will comply with the Americans with Disabilities Act (ADA), which prohibits discrimination on the basis of disability. The Park District of Forest Park Summer Day Camp will make reasonable accommodations to enable participation by any individual with a disability who meets the essential eligibility requirement for Summer Day Camp. If your child will require any special accommodations, notify us at the time of registration or contact Danette Krajewski, 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 Summer Day 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. Summer Day 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*.

WHAT TO BRING

Please bring these items to camp every day and put your child's name on all of their belongings.

- Bagged lunch (unless participating in our lunch program)
- Daily snack
- Spray on sunscreen
- Water bottle
- A smile 😊
- If your child is not enrolled in the free lunch program, he/she must bring a non-perishable lunch every day.
- If your child is enrolled in swim lessons or plans to go to free swim he/she should also bring a swimsuit, towel, and sunscreen with them on a daily basis.

Please see field trip permission slips, session schedules and other notes for additional items which may need to be brought on certain days. Please have your child dress appropriately for an active day. This is a day camp, children are supposed to get dirty.

PERSONAL BELONGINGS



Children will be assigned an area in which to keep their belongings. **Please label all your campers belongings.** Each Day Camper is provided with a Day Camp bag and we ask that you pack your child's belongings accordingly. **Their belongings for the day must fit in this bag.** Because space is at a premium, we ask that you do not send big, bulky backpacks with your child. Remember, the only things your child really needs to bring are swimming supplies and a lunch, if needed. Games and toys from home are not necessary. In fact, we prefer that you leave them at home so they do not get lost or broken. **The Park District of Forest Park will not accept responsibility for lost or damaged personal items.**

WHAT NOT TO BRING



- Cell phones
- Game-boys, iPods, etc.
- Expensive toys or other items of value
- Any unauthorized medications

LUNCH



- The Park District participates in a free lunch program through the State of Illinois.
- We will be providing healthy lunches with milk as a beverage to those who elect to participate in the program.
- If you sign your child up for this program, please be aware that they will be served lunch every day even if they have brought their own.
- If you decide not to participate in this program your child must bring lunch every day.
- Due to lack of space, lunches from home cannot be refrigerated.
- If you will be providing lunch for your child, please be sure to include a beverage and please make sure the lunch is labeled with your child's name.
- **Due to the recent number of participants that are severely allergic to peanut products we ask that you please refrain from sending children to camp with food containing peanut products.**

****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, audiotape, 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.

SOMETHING TO LOOK FOR



At the beginning of each session a schedule will be sent home with your child. The schedule will inform parents of upcoming events such as field trips or special events, as well as the activities planned for the following week. Please pay special attention to the schedules, as they will make you aware of any extra things your child may need to bring to camp on certain days.

SWIMMING LESSONS



A special time slot has been allocated for campers **9:30am - 10:15am**. All campers who register for swimming lessons ***must register for this time slot.*** If you register for a different swim lesson time you will need to take your camper to swim lessons and then bring them to camp. Swim lessons will be 2 weeks long, if a field trip has been scheduled there will be no lessons that day. If weather does not permit lessons, aquatic staff will do their best to provide make-up lessons. Please be sure your child is prepared with a swimsuit and towel daily for their lessons. We also highly recommend that they bring spray sunscreen. Staff will be available to assist children in putting on sunscreen. If there is a day you would not like your child to participate in swim lessons, please write a note to their group counselors that morning so it can be put on file.

PLEASE NOTE: We will not attend swim lessons on rainy/cold (69° or below) days.

SUN AND WATER SAFETY



- Please apply sunscreen to your child prior to their arrival at camp.
- Encourage your child to continue applying sunscreen throughout the camp day.
- Please send a spray on sunscreen with your camper. We will monitor sunscreen application at regular intervals throughout the day.
- If your child has a tendency to get sunburns, let the staff know.

Campers will swim regularly at the Park's pool and may take field trips to other water parks. All swimming will occur with lifeguards present for the duration of the swim period. Additionally, we provide camp staff to monitor swimming areas during swim time.

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.

LIBRARY PARTNERSHIP

The Park District of Forest Park and the Forest Park Library have partnered up this summer to provide additional programming for our Summer Day Camp participants.

IMPORTANT INFORMATION ABOUT GROUPS & COUNSELORS

Prior to the start of each session, The Day Camp children will be divided into groups based on their age and grade they will enter in school in August. Each group will have approximately 30 children and 4-6 counselors. The purpose of these groups is to provide children with the best possible Day Camp experience by keeping them with other children their own age. It is important for your child to cooperate with their counselors and fellow campers at all times. Please discuss this with your child prior to the start of camp.

Since the group counselors will be responsible for the campers in their group, we ask that you speak with them directly regarding any special arrangements, sunscreen instructions, etc. If there is an emergency or a problem with a counselor, please contact Day Camp Directors, Michelle Dionido, Andre Steward and Karina Shelwood or [Ryan Vilanova Recreation Supervisor](#) immediately.

CONTRACT

The contract states that you have read and understood all of the material in the Parent's Guide and have explained to your child any rules they need to know.

Thank you for taking the time to read this guide. We provide this information to help ensure that your child has an enjoyable summer experience full of wonderful memories.

A COUPLE REMINDERS

- Camp Hours are: **7:30am – 6:00pm**
- Please label any belongings, everything left behind not labeled will have to be disposed of.
- Snacks and lunches should also be in a disposable container and should be free of nuts.
- Sunscreen should be applied before you bring your child to camp, if you would like us to reapply throughout the day send labeled **SPRAY ON** sunscreen.

Thank you for registering. We are looking forward to seeing you **AT OUR COUNSELOR MEET N GREET May 31, 2024 6:15PM - 7:30PM.** This is a great opportunity for you and your children to meet counselors and ask any questions you may have!!!!

If you have any additions questions please email:

rvilanova@pdofpstaff.org



**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

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: _____