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Belvidere Recreation Center (BRC)

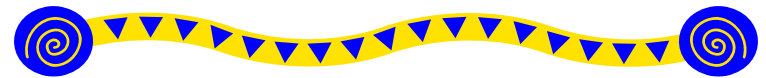
(847)360-4700

Jack Benny Center (JBC)

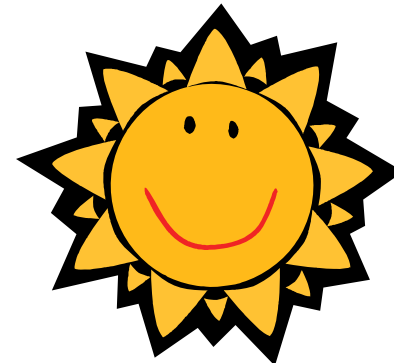
(847) 360-4740

WAUKEGAN **P**ARK DISTRICT

Summer Camps



Belvidere Park Explorers
Bowen Park Rangers
Youth Leadership Teen camp
Kaleidoscope Kids



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Parent/Guardian Orientation

A parent/guardian orientations will be on an as requested basis at the Belvidere Recreation Center. Parents and campers are encouraged to have read this handbook and come to this informational session to meet the coordinator or supervisor and ask questions regarding the rules and procedures.



Dear Parents/Guardians,
Welcome to Waukegan Park District Summer Day Camps 2016! We are looking forward to a fun filled summer. This parent handbook outlines our operating policies and procedures in order to provide your child the best possible experience at camp this summer. Please review all the contents in this manual carefully, as you are responsible for reading and understanding it.

Site Addresses and Telephone Numbers

Belvidere Park Explorers/Kaleidoscope Kids/ Youth Leadership Camp

Belvidere Recreation Center

412 S. Lewis Ave.

Waukegan, IL 60085

Phone: (847) 360-4700

Fax (847)662-6621

Bowen Park Rangers

Bowen Park/ Jane Addams Center

95 Jack Benny Dr.

Waukegan, IL 60087

Phone: (847) 360-4757

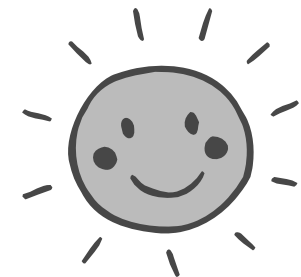
Camp Little Fort

Bevier Park

2255 W. Yorkhouse Rd.

Waukegan, IL 60087

Phone: (847) 662-0270



General information regarding any of these camps, including payment schedules, or if calling during non-camp hours/ off season, call (847)360-4700.

If you can not be reached (no one home/no answering machine) you will be removed from the list.

Transfers

A transfer of funds may include, but is not limited to, the following processes:

- Switching from one camp to another.
- Canceling out of one camp and putting deposit toward another camp program.
- Transferring money from one child to another.

Each child is allowed **one** transfer each summer. Please carefully consider any change in your child's camp plans before you make the change. Changes can not be reversed.

End of Year Tax Information

Every year the Waukegan Park District gets numerous requests to provide information on the amount of money families spent on camp for their child the previous summer. Unfortunately, our registration system is not equipped to provide a summary of money spent for one individual's programs. We will be happy to provide you our tax identification number, but please retain all of your original receipts and keep your spending records for tax preparation purposes.

Other Questions

If your question was not answered in this handbook, feel free to contact the Belvidere Recreation Center at (847)360-4700.

Our Mission

The Waukegan Park District is committed to providing parks, facilities and leisure opportunities to our culturally diverse population through the resources of community involvement, dedicated staff and sound management.

Americans with Disabilities Act

The Americans with Disabilities Act became a law in 1990 and became effective in 1992. The purpose of the law is to end discrimination for people with disabilities and to remove barriers that have prevented their full inclusion in our society.

The Waukegan Park District Day Camp programs strongly support the Americans with Disabilities Act. Children have an opportunity to make new friends and develop awareness of disabilities. Children learn to accept differences in people, They learn how and when to help, and that it is fun to play with all children. Our children grow up accepting all people as valuable members of society.

Parents/guardians learn that children are more alike than different, and become enriched and more sensitive to all children's needs. Families develop a positive and optimistic attitude about the acceptance of children with disabilities.

Payment Deadlines

Payments for camps with deposits are due on the following dates:

Session 1	May 18
Session 2	May 25
Session 3	June 1
Session 4	June 8
Session 5	June 15
Session 6	June 22
Session 7	June 29
Session 8	July 6
Session 9	July 13
Session 10	July 20

If payment is not received by the due date, you may lose your spot and it may be filled by another child on the waiting list. In this case, you will lose your deposit and NOT have a spot for your child to attend camp that session.

Waiting Lists for Full Sessions

A wait list is formed for each camp as it is filled. If you would like to enroll in a session that is full you may put your name on the wait list. As spots become available due to drop outs, the waitlist will be called in the order it was established. If you receive a call saying a spot is available you must decide then if you want the spot, at which time full payment is due. If a message is left on your answering machine, you must respond within 24-hours and payment is due at that time to reserve the spot for your child. If there is no response within 24-hours, the next person on the waiting list will be called and you will be taken off the list. If you can not be reached (no one home/no answering machine) you will be removed from the list. If there is no response within 24-hours, the next person on the waiting list will be called and you will be taken off the list.

Communication

Communication is very important to the success of these camps. All of us, parents, counselors, site coordinators, directors, etc., are working together to ensure that each child has a positive experience at camp. We can only do this through effective communication!

We utilize the following communication methods:

- *Weekly Camp Schedule*– Each camp has a designated area where the activity guide will be displayed for the week/session. Please check with staff to locate area for individual camp.
- *Evaluations*– You will receive end of summer evaluations. We look forward to your input to help us constantly improve our program’s quality. We appreciate you completing them and turning them in. Please do not wait for an evaluation to let us know if you have any suggestions or comments. Always feel comfortable talking to the staff!
- *Phone*– You may call the camp sites at any-time to check on your child’s camp experience. Please remember that there may not be someone immediately available to take your calls at our camp locations since campers and counselors may be outside or on field trips. In emergencies, when camps can not be reached, please call the Belvidere Recreation Center at (847)360-4700.

Meals

Breakfast and lunch will now be available for full-day camps (Rangers, Explorers and Teen Quest). Through a partnership with Northern Illinois Food Bank, we will be providing your child with healthy, ready-to-eat cold meals. The healthy meals are complete, balanced and follow the USDA guidelines.

Breakfast: Available to all campers registered in Before Care only. Breakfast will be served from 9:00am—11:00am and typically will consist of a cereal bowl pack, milk and fruit.

Lunch: An of lunch would be a ham and cheese sandwich on a pretzel bun, watermelon, baby carrots, and chocolate milk. Lunch will be normally served between 11:30am—1:30pm

Cook-Outs: Every Friday are cook-out days. The menu varies but typically consist of hotdogs, hamburgers, fruit and/or veggies, dessert items, and drinks.

Breakfast, lunch and cook-outs are optional, if you do not want the provided meals, please send a sack lunch and a beverage with your child every day.

Lunches will be kept cool indoors or in a refrigerator when possible, however this is not always the case, depending on the daily activities. There is no microwave access to heat up any camper meal. **Do not send any food item that will need to be heated.**

Please ensure that your child is eating healthy foods. Candy, soda pop, and junk foods do not provide sufficient nutrients to sustain children throughout the active camp day. Vending machines are a *privilege* for campers and may only be available during certain times such as after care or special days at lunch. Please do not rely on them to supplement your child's lunch each day.

- *Park District Staff*– This is your most important means of communication. Staff is never too busy to make time for questions, concerns, suggestions, and to hear what we are doing right!
- *www.waukeganparks.org*– Check out our website for your camper's weekly schedule, registration forms, medical forms, parent handbook, and many other important pieces of information.

Frequently Asked Questions

The following are some typical questions and concerns and the staff that can best assist you:

- *Daily Camp Activities?* Refer to camp schedule. Every camper receives a schedule. These are available on the first day of the new camp session. A schedule is also posted at each camp site.
- *Payment or registration questions?* Please direct these types of questions to registration clerks at the Belvidere Recreation Center, (847) 360-4700.
- *What if my child has allergies?* Note them on the camper medical information form.

We recommend that your child leave the following items at home: Electronic items: cell phones, IPODS or MP3 Players, CD players, CD's, Game Boys, as well as toys, jewelry, etc.

We are not responsible for any personal items of value brought to camp that may be lost or stolen.

The following items are never permitted in camp: Guns, handcuffs, knives, war toys or other items that promote violence.

Water guns will not be allowed at camp this.

Personal Items to Bring to Camp

Children should bring the following items to camp each day. Please label everything your child brings to camp with a first and last name.

- A sturdy bag (backpack, tote bag)
- Water bottle
- Sunscreen
- Insect repellent
- Bathing suit
- Pool towel (not your best one!)
- Flip-flops/sandals (flip-flops at pool **ONLY**)
- Sack lunch and drink (Rangers and Explorers only, except on cook-out Fridays)
- Morning snack if in before care (if not having breakfast)
- Afternoon snack if in after care
- Change of clothes (Little Fort Campers only)

- *How can I check on the behavior of my child and how he/she is interacting with other children or to see if there are any problems or concerns? See the Camp Site Coordinator or your child's group Counselor.*
- *What if I am unable to speak with a counselor due to pick-up/drop off schedule? Feel free to speak with before/after care staff or leave a note with a phone number and a good time for the Camp Site Coordinator or Camp Director to reach you the next day.*
- *Who do I talk to in order to discuss my child's counselor, camp procedures, or any camp issue? See the Camp Site Coordinator.*
- *What if I am not satisfied with answers from the lead counselor at Explorers, Kaleidoscope, Rangers, Before/After Care, And Teen Camps?
Contact: Mike Mayfield (847)360-4710,
Anthony Violet (847) 360-4708,
Jamie Teichmann (847)360-4706*



If you have a question regarding any training or procedure, or see an area where we can grow through training, please contact the camp director of your child's camp.

Camp Groups

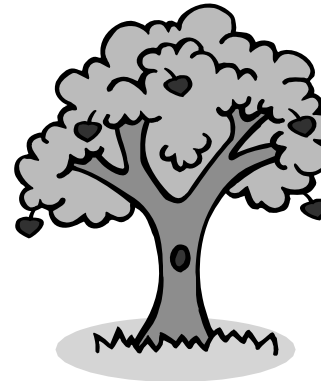
Your child will be placed in a camp group on the first day of each session of camp according to their age. Campers are not guaranteed to be in the same group each session or to be in a group with their friends. Staff reserve the right to change groups during a session as they deem necessary to ensure a positive camper experience for all.

Camp Schedules

A camp schedule will be given to each camper at the beginning of each camp week. Schedules are subject to change due to weather conditions or unforeseen circumstances. Staff will do their best to inform parents of changes through notes sent home (as time permits) or word of mouth when signing children in and out. Some activities repeat throughout the summer.

Toys From Home

Use of cell phones, IPOD or MP3 players, CD players, and handheld game devices are prohibited during camp. **These will not be allowed in camp and if are seen being used, camp counselors will confiscate for the day and return to the parents when the child is picked up.**



- *What if I am not satisfied with answers from the lead counselor at Camp Little Fort? Contact Jen Dumas @ (847) 360-4705.*

- *What if I am not satisfied with answers from Tony? See Supervisor of Preschool, Youth, and*

Teen Programs, Mike Mayfield @ (847)360-4710.

Special Needs

If your child has any special needs, please make the staff aware of this by noting it on the camper medical information form. Special needs might include but are not limited to: ADD, ADHD, asthma, food allergies, behavior disorder, or anything else that camp staff should be aware of to help your child have the best possible experience at camp. It is imperative that you let us know about the needs of your child. Knowing their needs helps us to help them have a better time at camp. If we are unaware of situations which might be affecting their camp experience, we are unable to help them. Please communicate with us!

Please work with us to ensure your child has the best camp experience possible. If a behavior problem is brought to your attention, please address the issue with your child and find a way to resolve the behavior before he/she returns to camp.

If your child has brought to your attention a problem that he/she has had during the day with another camper, please direct this issue to a staff member. **At no time is a parent to approach another child in hostility or to investigate a conflict.** Our staff will handle the matter accordingly.

Camp Staff

We want you, the parents, to know that it takes great consideration when selecting camp staff to care for your children. Every camp staff is 18 years or older. Each staff member is interviewed and carefully considered according to abilities and qualifications. We also look for those individuals that are ready to give your child a great summer experience. Each staff member goes through an extensive background check, reference checks, and fingerprinting.

Pre-camp training for these individuals includes 40 hours of CPR/First Aid, safety orientation, drivers training, behavior management, conflict resolution, customer service, camp activities and much more. In addition, staff is trained continuously throughout the summer by participating in various in-service training sessions.

Camp T-Shirts

Belvidere Park Explorers, Bowen Park Rangers, Teen Quest and Camp Little Fort participants are provided with Camp t-shirts. Each camper will receive one t-shirt for the summer. Please make sure your camp shirt is maintained and not lost. Camp shirts will **NOT** be replaced. Campers will receive their camp shirt prior to the first field trip. Campers **MUST** wear their camp t-shirt on field trip days.

Field Trips

(Rangers, Explorers and Teen Quest Only)

With a few exceptions, Thursdays are typically field trip/special event days at Belvidere Park Explorers and Bowen Park Rangers camps. Please refer to the weekly Camp Schedule for specific information regarding field trips. Field trip days at Teen Quest camp may vary from week to week due to the availability of trips and teen interests. Please refer to the weekly Camp Schedule for tentative schedules.

Explorers are most often transported to their field trip via a Park District van. Rangers travel via a School Bus and/or Park District vehicles. Trips range in length and it is important to be mindful of the times that trips leave. If your child is not present at the time that the bus leaves, your child can not attend camp that day. **Campers must wear their camp t-shirt on field trip day.**

required to read, understand and sign our *Camper Code of Conduct*. This must be turned in on the first day your child attends camp.

While at camp, campers will:

- Show respect to all participants, staff, and volunteers.
- Follow direction from staff and volunteers.
- Show respect to equipment, supplies and facilities.
- Not use inappropriate, abusive, or foul language.
- Not show any aggressive behavior (hitting, punching, slapping, kicking, biting, etc.) regardless if the behavior is provoked or in retaliation.
- Not show continuous disruptive behavior.

Discipline Process:

We have a four-step discipline procedure that is outlined completely in the *Camper Code of Conduct*. We will not tolerate continued misbehavior that is disruptive to camp or endangers participants or staff. If behavior is deemed as such and corrective actions have been exhausted, your child may be removed from all camp programs for the summer upon approval of the Superintendent of Recreation.

Behaviors unacceptable will be documented by camp staff using the *Camper Discipline Form*.

15 Passenger Van Usage

All staff driving passengers in Park District vehicles are 21 years of age or older. All drivers have obtained a drivers abstract that is submitted to our risk manager which shows they maintain a good driving record. Our vehicle safety training procedure includes a training video, a written test, a vehicle safety walk around/ inspection process, practice driving sessions, and a driving test.

We take van safety very seriously. All passengers must properly wear their seat belts at all times. A child who consistently removes his/her seat belt, refuses to wear the seat belt properly, or distracts the driver consistently or intentionally will be removed from our program.

Booster Seats

Illinois has passed a law that states all children under eight (8) years of age must be in booster seats when traveling in a car or van. Under this law, **it is the parent's responsibility to provide the booster seat to any agency transporting their child**. If the parent does not provide the booster seat for their child, the agency is not required to provide one.

Exception: If the child weighs more than 40 pounds, they would be allowed to sit in the rear seats only if the seat does not have a combination lap and shoulder belt system.

The Waukegan Park District feels strongly about the safety of participants and because of this, **a limited number of booster seats will be provided and will be mandatory for all children under the age of eight (8) being transported in Park District vehicles.**

communicate with staff any aura, trigger, or signal of symptoms so they can be aware of things to look for. Please indicate this information on the Medical Information Form when registering your child. Information may be added to this form by submitting changes in writing or making changes to the sheet at the Belvidere Recreation Center.

Individuals that are seizure prone will be asked to wear a wristband at the pool so lifeguards can easily recognize them if a problem arises. Lifeguards will be notified of campers who are seizure prone for the campers' safety.

Emergency Contacts

Parents are required to provide emergency contacts. These are listed on your child's registration form. Emergency contacts will be reached when we are unable to reach parents at the numbers you have provided and your child is sick, injured or still at camp after the program ends. If there are any changes or additions to the emergency contacts, please submit this in writing. This information is needed to ensure the safety of your child.

Discipline Policy

It is important for children to learn and respect the limits of acceptable behavior at Park District programs and elsewhere. Discipline is creating inner controls of the child. Our goal is to encourage self-discipline within each child. Each child enrolled in camp and their parent/guardian is

Swim Days

Swim days are coordinated with each camp individually. This year swimming will take place at Ganster Pool or on a field trip for the Rangers, Explorers, Kaleidoscope Kids and Teen Camps only. Ganster Pool swim days are as follows:

Explorers: Wednesday, Friday

Rangers: Tuesday, Friday

Teens: Wednesday, Friday

Kaleidoscope: Wednesday, Thursday

Children must wear a swimsuit with a lining to be allowed in the pool. Please be sure to pack a full set of clothes that are properly labeled with child's name. Please label towels.

It is preferred that female campers wear one piece bathing suits, as two piece bikini style bathing suits are more likely to fall down or come off while diving, swimming, and playing.

Day camps only swim in facilities that are staffed with qualified lifeguards. The swim locations operated by the Waukegan Park District are all staffed by Ellis Certified Lifeguards.

Sun Protection

Staff will try their best to protect your child from sunburns this summer. As, these are outdoor based camps, children will be exposed to the sun all day long. Children can get sunburned even in the morning hours or on a cloudy day.

Illnesses

For the protection of all children, your child should NOT be brought to camp (we cannot accept him/her at day camp) if showing any of the following symptoms:

- A fever
- Diarrhea or vomiting
- A rash
- Nasal discharge

Parents should exercise every precaution and keep their child home for twenty-four (24) hours once these symptoms have occurred. In case of head lice, a child should stay home for 24 hours after his/her first treatment. Children must feel and be well enough to participate in all regularly planned camp activities upon returning to camp from an illness.

If the child has a contagious disease, he/she should be kept at home and **YOU MUST REPORT THE CONDITION TO THE CAMP DIRECTOR OR RECREATION SUPERVISOR IMMEDIATELY.** Included in this category are conditions recognized as “highly contagious” such as Strep Throat, pin worms, measles, mumps, chicken pox, scarlet fever, head lice, etc.. Parents will be informed of such illnesses that are reported to staff via memo.

Seizures

For the safety of participants who are “seizure prone”, it is helpful for parents/guardians to notify staff of such conditions. It is helpful to



Please help us protect your child from the sun by applying sunscreen to face, arms, and legs before you bring him/her to camp each day, even when it is cloudy. Make it part of your morning when you are getting your child ready each day.

Please send your child with a bottle of sunscreen to be reapplied throughout the day. *Do not send them with suntan oil* as this encourages tanning and burning rather than preventing it. Choose an SPF that is appropriate for the skin tone of your child. Remember that some children burn easier than others.

Arrival Procedure

You must walk your child into the building and/or classroom. Sign him/her in on the sign-in sheet and notify the counselor of your arrival. A child should never be allowed to come into a camp facility on their own or left in an empty room. Find a staff member if you need assistance. Coming into the facility allows for communication between parent and staff and insures the safety of your child. Please only park in designated parking spaces in the parking lots. Please do not park in circle drives or in the curbside loading zones.

Pick-Up Procedure

Children are to be picked up from their camp location or designated pick-up spot. A child will be released from camp only to individuals authorized

While we will administer necessary medications, we would prefer this be done before you bring your child to camp when possible.

Never send your child to camp with medications in lunch, backpack, or let the child carry it to self-administer the medication. Every kind of medication, including aspirin, inhalers, etc., must be turned in to camp personnel for the safety of your child and other children at camp.

All campers must have a completed Medical Information Form on file. If your child needs to take a medication at camp, a Permission to Dispense Medication Form must be filled out completely.

If you need to make any changes to your camper's form, please do so as soon as possible! The originals of these forms are kept at the Belvidere Recreation Center.



pick-up the child. Parents picking up children must come into the facility. Children are not allowed to sign themselves out and go out to meet a parent in a waiting car.

Staff is unable to release children to any person (related or unrelated) who is not listed on the back of the yellow camper information sheet as an authorized person to pick up child. Persons unknown to the staff will be required to provide a form of photo identification to establish identity prior to child's release from any camp program. **Please be prepared to show a valid photo ID when picking up your child.**

This procedure is to ensure the safety of your child while in our care. If you wish to add individuals to the authorized pick-up list, you may do so by submitting changes in writing.

Early/Late Drop-Off & Pick-Up

Parents are to drop off and pick their child up by the time their program is scheduled to start/end. If campers are early/late to be drop off/picked up, late fees will be incurred.

Parents will be charged a fee of \$7 for every 15 minutes they are dropping off early or late picking up. The fee is per child, even if in the same family.

Examples: If camps starts at 9am and your child is dropped off at 8:45am, you will be charged \$7; drop off between 8:30-8:44am = \$14. Late pick-ups: 6:01-6:15pm = \$7 ; 6:16-6:30pm = \$14

If parents are continuously early/late dropping off/picking up, they will be required to enroll in the before or after care program or may be asked to leave the program.

for your minor child/ward. Parents and legal guardians must fully understand that they are solely responsible for the payment of any and all medical services rendered. Camp staff may also provide emergency first aid. In the event of an emergency, Park District staff will try to contact the parent or designated emergency contact as soon as practical. With minor incidents, you will may not receive phone calls but will receive information regarding the incidents in your child personal folder.

Medicines

Necessary medicines may be administered to a child at camp upon written parental permission. Prescription medication must be brought in its original container and labeled with the child's name, directions for administering the medication, the date, the physician's name, the prescription number and the drug store or pharmacy. **Please only send daily dosages**, as we cannot be responsible for an entire prescription.



Non-prescription medications may be administered upon written parental permission. Such medication be administered according to medication package instructions and shall be labeled with the child's name and date. Any differences in medication procedures from parent instructions and packaged instructions will not be given without a written doctor's note. Please hand any of the above necessary medication to a counselor for it to be placed in the appropriate medicine cabinet. If the medication needs refrigeration, please let the counselor know at that time.

If a child is not picked up after the end of the camp day and we are unable to reach an individual on the pick-up list, our procedure is to call the Waukegan Police Department for police assistance.

Parking

You should park in a parking space and come into the building to sign your child in and out. **Do not use the drop-off areas when signing your child in and out.** Parking in designated spaces reduces the congestion in the areas in front of the building and helps insure the safety of your child. It also allows buses, park district vehicles, and emergency vehicles access to the building if needed.

Dressing for Camp

Our program encourages outdoor play. Children spend most of their time at camp outside hiking, climbing, running, playing in sand and dirt, and making arts and crafts that can get messy. Please dress your child in "play clothes" that can get dirty and messy. ***We ask that children wear gym/tennis shoes.*** **Children are not to wear sandals to camp**, however, they can bring sandals to camp for use at the pool and beach. Your child will have a more enjoyable camp experience if dressed appropriately for camp activities.

Medical Emergencies

In the event of a medical emergency, the counselor or other Park District staff is authorized to secure from any licensed hospital, physician, and/or medical personnel, any treatment deemed necessary