

# Lindenhurst Park District

## 2019 Camp Exploration Parent Handbook

### **WELCOME!**

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Come on a journey with your friends at the Lindenhurst Park District! Our experienced staff of educators are excited to make your child a priority this summer as we create a friendly, fun and safe environment. We offer age appropriate activities to keep your child busy all summer long including sports, arts and crafts, science experiments, special event Fridays, weekly field trips and weekly swimming at Linden's Landing beach.

Our camp program offers parents a flexible care schedule (you can choose a 3-day or 5-day option) along with early bird and stay and play care options for extended care needs. Camp Exploration is offered for children kindergarten through 9<sup>th</sup> grade.

To ensure the safety of all campers and staff, policies and procedures have been established for day camp. Please review this handbook and feel free to contact us with any questions at 847-356-6011.

Looking forward to an awesome summer!

Sincerely,

Hannah Jewell

Camp Exploration Director

### **Camp Contact Information**

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To reach the camp *during camp hours*, please call the Camp Exploration cell phone at 847-812-3738.

### **Meet the Staff**

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Parents – Meet the Camp Exploration team of staff and get all of your camp questions answered.

Campers – Meet new friends and play games led by our summer camp staff.

TUESDAY, JUNE 4<sup>th</sup> AT 6:30P – LIPPERT COMMUNITY CENTER

## Camp Activities

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Week	Week Theme	Field Trip	Trip Location	Friday Event
1	Challenge Week	Action Territory	Kenosha	Minute to Win It Activities
2	Around the World	Milwaukee Zoo	Milwaukee	International Day
3	Fun and Fitness	Rockin' Jump	Buffalo Grove	Fitness Games and Cookout
4	Red, White and Blue	Main Event	Hoffman Estates	Tye-Dye
5	Science Week	Discovery World	Milwaukee	Science Experiments
6	Anything Goes	Barefoot Bay	Mundelein	Camper Choice and Pizza Party
7	Sports Week	Kenosha Kingfish	Kenosha	Kickball Tournament
8	Game Show Mania	RecPlex	Pleasant Prairie	Are You Smarter than a Camper?
9	Camp's Got Talent	Funtopia	Glenview	Talent Show and Cookout

Post Break Camp available after August 9 – visit our website for more information or to register!

## Camp Registration

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**DID YOU KNOW....You can register for camp online? Visit our website and click REGISTRATION to log in. Unsure of your log-in credentials? Give us a call and we'll walk you through it!**

Camp is offered in two options: 5-days or 3-days. Children must be registered and paid at least one week prior to the camp session that they are interested in attending. **A \$20 late fee will apply to anyone wishing to register after the one week deadline has passed; this will only be permitted if space is available.**

Sign up for all nine weeks of camp at the beginning of the summer (five day option ONLY) and receive a 5% discount (per family, not per child).

Families interested in the 3-day option must choose the three days at the time of registration.

## Camp Location

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**Thomas J. Lippert Community Center**

2200 E. Grass Lake Rd.

Lindenhurst, IL 60046

Primary camp location

Early Bird & Stay and Play

## **Camp Staff**

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All camp activities are managed by the Lindenhurst Park District Superintendent of Recreation.

The camp is supervised by the Camp Director, who oversees the Lead Camp Counselors and the Camp Counselors, as well as the day-to-day operations. Lead Camp Counselors are each in charge of one of the camp age groups, and have Camp Counselors that assist in the implementation of daily activities and supervision of the children.

## **Arrival and Dismissal**

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Every day, a parent or authorized adult **must sign their child(ren) in and out**. For their safety, children will only be released to persons listed on their emergency form. If someone other than the individuals listed on your emergency form will be picking up your child, a phone call **MUST** be made to the camp cell phone to notify staff. For the safety of your child, camp staff will ask for a photo ID from anyone they do not recognize as an authorized pick up person. Camp doors will not open until 8:45a.

## **Walkers/Bike Riders**

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Campers who wish to walk or ride a bike to camp **MUST** indicate this on the Camper Emergency Form and have it signed by the parent. Campers will not be permitted to leave camp early unless written permission has been given to the Camp Director by the parent.

## **Late Pick Up Fee**

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A \$15 late fee is assessed for every 15 minutes of tardiness. You will receive a copy of the charges and will be expected to pay the fee before your child can attend camp the next day. Campers will not be able to leave if the weather is not safe to do so.

## **Hours of Operation**

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Camp Time: 9:00a-4:00p

Field Trip Days: Wednesday

Early Bird: 7:00a-9:00a

Special Event Days: Friday

Stay and Play: 4:00p-6:00p

## **Communications**

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Open communication between camp staff and parents is essential to ensure a positive camp experience for all involved. Newsletters will be available at the camp site with important information on activity plans, field trip information or other camp-related details. All other camp information can be found on the website at [www.lindenhurstparks.org](http://www.lindenhurstparks.org).

## **What to Bring to Camp**

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### **Clothing**

Most camp activities are planned outside, so please plan accordingly for each day. Gym shoes are required and comfortable clothing is recommended.

### **What to Bring to Camp**

Sack lunch (no refrigerator available), water bottle, snack, sunscreen, swim suit, towel, change of clothes. Please mark your child's name clearly on all of their belongings.

### **What NOT to Bring to Camp**

iPod or electronics of any kind. Personal items brought from home are the responsibility of the child; staff are not responsible for any lost or stolen items.

Cell phones are permitted at camp, however the child will be asked to turn off the cell phone and put it into their back pack until the end of the day. Should you need to reach your child during camp hours, please contact the staff on the camp cell phone.

## **Camper Requirements**

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Campers must be the appropriate age by the first day of camp in order to participate. All campers must be potty trained and self-sufficient for all toileting needs.

## **Absences and Illness**

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### **Absences**

If children are ill and are not going to be attending camp, parents should call and report illness. Please also notify camp staff if your child is diagnosed with a contagious disease such as pink eye, strep throat or chicken pox.

If your child misses camp for any reason, we are not able to schedule a make-up day or credit the missed day of camp.

### **Illness**

Children should be kept home if they exhibit any of the following symptoms:

- Fever
- Rash
- Diarrhea/vomiting
- Discharge from ears, eyes or nose

Please keep children home until they are fever and/or symptom free for 24 hours. If a child becomes ill at camp, the parent/guardian will be notified immediately to pick up the child.

### **Medication**

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Campers requiring any type of medication must have a signed medication consent form on file. This form is available upon request. Medication cannot be administered without the consent form. Parents MUST provide the Camp Director with the child's medication in the original container including the label with the doctor's name, patient's name, and pharmacy, type of medication, strength, and dosage on it. Medication and instructions must be given to the Camp Director upon the child's arrival at camp. Medication is kept with the Camp Director at all times during the camp day.

### **Inclement Weather**

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Camp is an outdoor activity and is held rain or shine. Campers will remain inside the Lippert Community Center in the event of inclement weather. Additional indoor activities will be planned for extreme heat days.

### **Swimming**

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Campers swim weekly at Linden's Landing or attend the Splash Pad (weather permitting and not on field trip days). Children should come prepared each day to swim.

## **Sunscreen**

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Sunscreen is required daily for camp. Please apply sunscreen to your child before dropping them off for the camp day. Campers must bring their own sunscreen to camp daily for re-application. Camp staff will assist your child in applying sunscreen to their face, neck, shoulders, arms and back if the parent has given consent on the Camper Emergency Form. We also encourage campers to find a sunscreen buddy to assist in application.

## **Snacks/Lunches**

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Campers must bring a sack lunch every day to camp. Children should bring a healthy afternoon snack of their own as well.

## **Transportation**

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Summer camp participants are transported via 15 passenger buses through the Lindenhurst Park District for local daily trips. All drivers must be 21 years of age, submitted a driver's background check and go through vehicle safety training.

For field trips, we contract through Durham for school bus transportation.

## **Field Trips**

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Field trips are once per week on Wednesdays. The field trip fee is included in the camp session fee. Camp t-shirts must be worn on all field trips. Campers are transported to the field trip by bus. Spending money is optional, but campers must be responsible for their own money. Please arrive on time for camp field trip days, as we will not wait for late campers.

## **Behavior Code of Conduct**

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**It is the responsibility of the parents to discuss the Code of Conduct with their child and to reinforce the importance of appropriate behavior at camp each day.**

### **Camper Expectations**

- Respect all campers, staff and property
- Take direction from camp staff
- Refrain from using negative or foul language
- Do not cause bodily harm to self, other campers or staff
- No bullying

It is the belief of the Lindenhurst Park District that discipline should only be used when children are a threat to themselves or others. Methods used to encourage appropriate behavior include positive reinforcement and removal from the group for a short period of time. Parents will be notified of any behavior problems. If there are repeated incidents or greater concern, staff will contact parents to schedule a meeting. If behavior is seriously affecting the camp program or endangering the safety of staff or other campers, campers will be removed from the camp program.

### **Camper Discipline Procedures**

Campers exhibiting inappropriate behaviors can expect:

- Be given a verbal warning by staff
- Be removed from the activity until the child is ready to return
- Lose a privilege
- Receive a conduct report with an explanation of the behavior and consequences
- A phone call to parents if the behavior is severe or consistent

Lindenhurst Park District reserves the right to suspend or dismiss a participant whose behavior endangers the safety of themselves or others, or if the behavior negatively affects the experience of the other campers. No refunds will be issued in a behavior-related dismissal.

## **SRSNLC**

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Inclusion assistance for camp is provided by SRSNLC (Special Recreation Services of Northern Lake County) to those individuals wishing to participate in a Lindenhurst Park District program. When registering, parents should inform the registrar of any special accommodation necessary for their child to successfully participate in the program.

# Camp Exploration Parent Handbook Acknowledgement

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_,  
acknowledge that I have received the Camp Exploration Parent Handbook. I understand that it is my  
responsibility to read and discuss the handbook with my child(ren) and abide by the policies and  
procedures listed for the program.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_