



# Teen Adventures Summer Day Camp

Camper's Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell Phone (Dad) \_\_\_\_\_ (Mom) \_\_\_\_\_  
 Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade (as of September, 2018) \_\_\_\_\_ Age \_\_\_\_\_

Does your child have a medical condition that our camp staff should be aware of? YES NO  
 If so, please explain \_\_\_\_\_  
 \_\_\_\_\_

**Campers are required to purchase a camp T-shirt to wear on field trips. \$8.00 per shirt**  
 Shirt Size Y14/16 AS AM AL AXL

**Campers may register for the entire camp or on a per week basis.**  
**SAVE 10% IF YOU REGISTER FOR ALL 8 WEEKS!!! Additional siblings will receive \$5.00 off each week that you register for camp.**

**Please put a check by the week(s) your child would like to attend camp.**

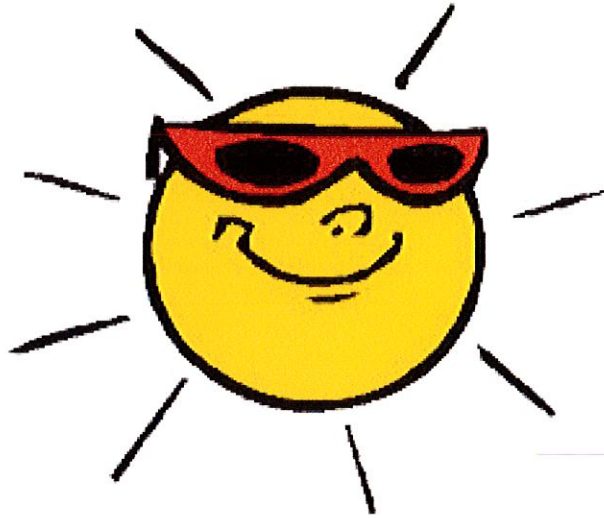
Dates	
Week 1: June 11-15	
Week 2: June 18 – 22	
Week 3: June 25 –29	
Week 4: July 2 – 6* <i>(No Camp July 4)</i>	
Week 5: July 9 - 13	
Week 6: July 16 - 20	
Week 7: July 23 - 27	
Week 8: July 30 – Aug 3	

\*\*\*\*\* **SAVE 10% IF YOU REGISTER FOR ALL 8 WEEKS!!!** \*\*\*\*\*

**Teen Camp**  
 \$160/ NR \$165  
 \$135/ NR \$140(July 4 week)\*



# Teen Adventures Summer Day Camp



## Parent Handbook

Founders Community Center  
140 Oak Street  
Frankfort, IL 60423



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Signature Approval



## Day Camp Site Location Contact Information

Founders Community Center

140 Oak Street

Frankfort, IL 60423

815- 469 -9400

**Recreation Supervisor (Day Camp Director):** Kristen Morrison

[kmorrison@frankfortparks.org](mailto:kmorrison@frankfortparks.org)

*Please contact Day Camp staff for any questions about scheduling.*



### PURPOSE

The goal of Teen Adventures Summer Day Camp is to provide a safe, fun, and positive program where Teens can find companionship and enjoy recreational opportunities. The program is coordinated by qualified staff who strive to develop a warm constructive relationship with the children. Teen Camp provides a creative and stimulating summer environment in which children can learn, grow and thrive at their own pace.

### PROCEDURES AND PROGRAMMING

The Frankfort Park District reserves the right to change any procedures and programming related to the Summer Day Camp program.

### DATES AND HOURS

Regular hours for Teen Camp will be 8:30 - 3:30 pm. Please be on time for Camp. On field trip days, the bus will not be able to wait due to late arrival.

### LOCATION

Teen Camp will be held at Founders Community Center at 140 Oak Street in Frankfort. Please walk your child to the drop off point, which is located downstairs in the Teen room at Founders Community Center. Pick up is at the same location.

### ARRIVAL AND DEPARTURE PROCEDURES

Children must be accompanied by an adult when arriving or departing from camp. A Sign In and Out form will be available during arrival and departure. An adult is required to sign the children in and out of the program. If someone else will be picking up your child please make sure they are listed on your registration form. That person must bring a form of identification with them so staff will be able to verify their identification. Your child will not be released to another adult without your consent.

### FEES, PAYMENTS AND PENALTIES

A separate registration form for each child attending Teen Camp must be filled out at the time of services requested. A list of the Teen Camp weeks that are available will be on the form. Payments will be due at the time of registration. Please turn in your payment on Wednesday prior to the week of service. Your payment will reserve your spot for the following week.

**Arriving to Teen Camp without pre-registration is unacceptable and will not be permitted.**

You may drop off your payments to the Frankfort Park District at 140 Oak Street. **There will be no refunds, or credits given for missed days.** A \$10.00 fee will be charged for the first 15 minutes you are late after 3:30 pm. After the 15 minutes, one dollar for every minute thereafter will be charged.

**SUNSCREEN POLICY**

- Due to allergies, Teen Camp does not provide any type of sunscreen for campers.
- Apply sunscreen to your campers every day prior to camp.
- Send additional sunscreen with your campers name on it.
- We will remind campers to apply sunscreen throughout the day.
- Assistance in applying sunscreen will be provided if necessary.

**CELL PHONES**

Cell phones will not be permitted at camp. If a cell phone is seen, it will be taken away until the end of the camp day. If the child needs to contact the parent in an emergency or vice versa, they may use the office phone. The office phone number is 815 - 469 - 9400

**CLOTHING**

Clothing must be appropriate for camp. Clothing that is disruptive to camp activities and other campers will not be permitted. We recommend that gym shoes be worn in order to safely participate in camp activities. Flip flops or water shoes are only acceptable for pool field trips. Camp T-shirts are mandatory for field trips.

**ABSENCES**

Please contact Teen Camp if your child will be absent from the program. You may call the Park District office at 815- 469 - 9400. There is no pro-rating of fees due to non-attendance.

**PERSONAL BELONGINGS**

Personal belongings such as hand held games, iPods, sports equipment, etc. may not be brought to Camp. The staff/Frankfort Park District will not be held responsible for the teen's personal belongings.

**EMERGENCY MEDICAL AND HEALTH POLICY**

Teen Camp will always try to provide a safe environment for your children, but occasionally children are hurt or injured. In the event of such an occurrence, Teen Camp will follow the procedure below:

- A. A call will be made to inform you of the situation. If you cannot be reached, we will call the emergency numbers that you have provided.
- B. Medical paramedics will be called to handle any serious accidents.
- C. If your child needs medical care, we accompany them to the nearest facility.
- D. You must meet us at the medical facility as soon as possible.

If your child becomes ill at Teen Camp, we will call you to inform you of their condition. However, if your child is running a fever, vomiting, or experiencing diarrhea we will request that your child be picked up as soon as possible. Similarly, if your child gets sick at home or at school, please make arrangements for their care until they are well. This policy is not only for the protection of your children, it extends also to other children in our care.

### **BEHAVIOR REQUIREMENTS**

Discipline is carried out in a way to help your children develop self-control and assume responsibility for their own behavior. It is kind and gentle, yet firm. It is based on four overall rules:

- A. A child may not disturb or hurt others, verbally or physically.
- B. A child may not damage equipment.
- C. A child may not place himself/herself in dangerous situations.
- D. A child needs to listen and respect staff.

### **REMEDY PROCEDURES**

Staff will redirect the uncooperative child to another activity or redirect the entire activity into a more wholesome direction. Staff will encourage children to work out their own solutions. Staff will help children to understand one another's actions.

Staff will attempt to correct improper language. Sometimes we say "talk nicely". Excessive swearing, etc. will be addressed to both the parents and the child. Continued problems may result in dismissal for the day of the program.

One of our most reoccurring and disruptive problems has been name-calling and verbal conflicts between children. If this occurs children are given a verbal warning, followed by a time out separation, and lastly, if the problem persists the child could be suspended from the program.

Discipline is the responsibility of the staff as well as the parents. If there is an assessment of the child's pattern of unacceptable behavior the entire staff shall be made aware of it and cooperate in carrying out the specific plan developed for the child.

Teen Camp has developed a program of written warnings for inappropriate behavior. The child will receive a written warning for inappropriate behavior (hitting, foul language, etc.) This will be signed by the child, parent and the staff member. On the third warning, after discussing it with you and your child, your child will be given an immediate suspension from Camp. Reoccurring problems could result in a permanent dismissal from any future Day Camp programs



If inappropriate behavior becomes severe, the programs practice of written warnings may not be used and suspension or discharge may occur immediately.

### COMMUNICATION

Communication efforts will be implemented through a variety of ways. Letters from the Recreation Supervisor will be sent home, as important information needs to be addressed.

Talking to the staff on a daily basis is another means of communication. If you have any concerns please call the Recreation Supervisor, Kristen Morrison at 815-464-5579. You may also reach her at [kmorrison@frankfortparks.org](mailto:kmorrison@frankfortparks.org).

### CAMPER SUPPLIES

Each camper must bring a labeled backpack every day to camp. Sunscreen, swimsuit, towel, water bottle, snacks, money for concession stand (optional), sunglasses, etc. may be kept in the bag.

### LUNCH

Campers will be responsible for bringing a sack lunch each day, which will be refrigerated until camp. Please put your child's name on their lunch bag. Certain field trips will include lunch. Participants will be informed on a weekly basis of the lunch schedule.

### DISCHARGE POLICY

A child may be discharged from Teen Camp if any of the conditions outlined below arise. Discharge is the last alternative, but will be implemented if the problem poses immediate danger to the welfare of the participants and/or is a detriment to the quality of the program operation.

1. Verification of falsified admission records. Incomplete or missing forms.
2. Participant's actions or activities endanger that the safety of self and/or the other participants and staff of the program and newly established behavior management techniques fail. This includes inappropriate behavior, action or language.
3. Repeat violations of the transportation arrangements for the child, i.e. no phone call to the program when the child will not be in attendance.
4. Repeat violations of payment policies and due dates.
5. Repeat violations by the parents in picking up their child late.
6. The childcare needs of the participant are incompatible.
7. Any additional violations or concerns deemed unacceptable by the Teen Camp Staff.

NOTE: In compliance with the Americans with Disabilities Act, The Frankfort Park District and The School District 157 C will make all reasonable efforts to accommodate children with disabilities. Parents are encouraged to provide any related information to assist Day Camp staff in providing a quality service to the child.

I acknowledge that I have received a copy of the Parent Handbook outlining the policies of the Teen Adventures Summer Day Camp Program and it meets with my approval.

Signature\_\_\_\_\_

Date\_\_\_\_\_

***Please sign this page and turn in with registration documents.***

***Thank you.***





**FRANKFORT**  
*Park District*  
**Teen Adventures**  
**Summer Day Camp**  
**Camper Information Sheet**

**CHILD'S NAME** \_\_\_\_\_ **GENDER** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **CITY** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**BIRTHDATE** \_\_\_\_\_ **HOME PHONE ( )** \_\_\_\_\_ **GRADE IN FALL 2018** \_\_\_\_\_

**MOM'S CELL #** \_\_\_\_\_ **DAD'S CELL #** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**FATHER'S NAME** \_\_\_\_\_ **OCCUPATION** \_\_\_\_\_

**BUSINESS ADDRESS** \_\_\_\_\_ **BUSINESS PHONE** \_\_\_\_\_

**MOTHER'S NAME** \_\_\_\_\_ **OCCUPATION** \_\_\_\_\_

**BUSINESS ADDRESS** \_\_\_\_\_ **BUSINESS PHONE** \_\_\_\_\_

Persons authorized to pick up your child (list parents' names & any car pools). Photo identification will be required. **Your child will not be allowed to leave the Day Camp with anyone not listed.**

	<u>NAME</u>	<u>RELATIONSHIP</u>	<u>PHONE #</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Persons to contact in case of emergency or illness. List people who are available to pick up your child, if necessary. Persons authorized to pick up your child are:

	<u>NAME</u>	<u>RELATIONSHIP</u>	<u>ADDRESS</u>	<u>PHONE #</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

**OVER**

DOES YOUR CHILD HAVE ANY HEALTH PROBLEMS? \_\_\_\_\_

HAS YOUR CHILD PREVIOUSLY BEEN ENROLLED IN A DAY CAMP PROGRAM?

Yes \_\_\_\_\_ No \_\_\_\_\_ Where \_\_\_\_\_

Is Your Child a strong Swimmer? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you prefer that your child wears a life jacket on pool days? Yes \_\_\_\_\_ No \_\_\_\_\_

May your child have his/her picture taken while at Day Camp? Yes \_\_\_\_\_ No \_\_\_\_\_

Are your child's immunizations current? Yes \_\_\_\_\_ No \_\_\_\_\_

*If no, please explain.*

IS THERE ANY SPECIAL CONSIDERATIONS OR NEEDS THAT MAY COME UP AT CAMP, INCLUDING ALLERGIES AND MEDICATIONS TAKEN DURING CAMP?

***All paperwork must be turned into our business office prior to starting camp!***

**Founders Community Center  
140 Oak Street  
Frankfort, IL 60423  
Phone # 815-469-9400  
Fax # 815-469-9275**



## Summer Day Camp Discipline Policy

The Frankfort Park District Fort Frankfort Adventures Day Camp staff would like your child to have the best experience possible while at camp this summer. Thus, all participants must understand and follow the camp guidelines and rules. These guidelines and expectations are in place to ensure the safety of your child and staff.

1. **Listen to staff.**
2. **Respect Day Camp staff and other camp participants.**
3. **Respect camp property and facility property.**
4. **Keep hands, feet, and other objects to yourself.**
5. **Participate in camp activities.**
6. **Use an inside voice when indoors.**
7. **Respect the bus and rules of the bus.**
8. **Follow staff instructions on field trip days.**
9. **Clean up after yourself.**
10. **Be positive and have fun!**

Should a participant choose not to follow any of these rules, these are the guidelines that the staff will follow to handle the situation:

**Step 1:** Verbal Warning.

**Step 2:** Time out or time away from group.

**Step 3:** Behavior Warning report sent home.

**Step 4:** Conference with Parent.

**Step 5:** Meeting with the Supervisor, necessary staff, parent(s), and child.

At this time, suspension or expulsion will be discussed.

- In the event that a Camp participant engages in behavior which poses a threat of bodily harm to himself, others, or facility property, an immediate meeting with the parent(s), or guardian may be called. If such behavior warrants it, an immediate suspension or expulsion may result.
- Situations that will result in an automatic Behavior Warning report are: stealing, use of profanity, excessive violence (hitting, kicking, biting, etc.) and property damage.

Please review these rules with your child. The staff will review these rules with your child at the beginning of camp. Thank you in advance for your cooperation, and we hope to have a great summer!

---

I have reviewed the discipline policy with my child.

Parents Signature: \_\_\_\_\_

Child's Signature: \_\_\_\_\_

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



## Field Trip Permission

My child, \_\_\_\_\_ has my permission to be transported by the Lincoln Way Transportation School Bus System for field trips. I also authorize the Frankfort Park District staff to leave the camp site with my child for the purpose of field trips outside the park to different water park locations and other excursions under staff supervision.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

### Swimming Information:

Your child will be participating in two pool days per week. Both Centennial Pool in Orland Park and White Water Canyon in Tinley Park require each child to take a swim test. Inexperienced swimmers will have to wear a bracelet at the pool so the lifeguards will take special notice to ensure safety. Life jackets are also available.

Please indicate the following: *Keep in mind that all swimming activities are heavily supervised.*

My child is a strong swimmer. \_\_\_\_\_

My child can swim in deep water. \_\_\_\_\_

My child can jump off a diving board. \_\_\_\_\_

My child is comfortable on a water slide. \_\_\_\_\_

My child is not a strong swimmer. \_\_\_\_\_

My child cannot swim underwater. \_\_\_\_\_

My child should wear a life jacket at the pool. \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Consent/ Release Form

**Child's Name** \_\_\_\_\_

### Photographs

I / we authorize photographs to be taken of my child to be used for publicity purposes.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Parent / Guardian)

Relationship to child \_\_\_\_\_

### Emergency First Aid

The only measures taken at the school are as follows:

Bump or Bruise \_\_\_\_\_ Splinter \_\_\_\_\_  
Cut or Scratch \_\_\_\_\_ Nose Bleed \_\_\_\_\_

If further care is needed, we will notify a parent.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Parent / Guardian)

Relationship to child \_\_\_\_\_

### Field Trips

I/ We authorize the teachers of the Frankfort Park District to take my / our child on walking Trips, field trips and to nearby park facilities. A five-day notice will always be given for field trips.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Parent / Guardian)

Relationship to child \_\_\_\_\_



Name \_\_\_\_\_

Age \_\_\_\_\_

### CONSENT \ RELEASE FORM

List any medical information that would be necessary for us to know to ensure proper medical treatment.

Allergies \_\_\_\_\_

Medical Condition \_\_\_\_\_

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Other \_\_\_\_\_

I hereby grant authority to the Frankfort Park District and the Day Camp Staff to obtain a paramedic to give emergency treatment to my child or obtain ambulance services for my child when it is deemed necessary. I also give permission to the selected paramedic/physician to treat my child as requested by the Frankfort Park District in the event that I cannot be reached. I am aware that any expenses incurred for any of the above services will not be the responsibility of the Frankfort Park district.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*(Parent / Guardian)*