

Fort Frankfort Adventures Summer Day Camp



Parent Handbook

Chelsea Intermediate School
(South Entrance – Door # 8)
22265 S. 80th Ave.
Commissioners Park
22108 S. 80th Ave.
Frankfort, IL 60423



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Day Camp Site Location Contact Information

Chelsea Intermediate School

(South Entrance – Door # 8)

22265 S. 80th Ave.

Frankfort, IL 60423

Commissioners Park

22108 S. 80th Ave.

Frankfort, IL 60423

815-641-2458 (Day Camp Cell #)

Preschool Office # 815-464-5579

Park District Main Office # 815-469-9400

Recreation Supervisor: Kristen Morrison

kmorrison@frankfortparks.org

Please contact Day Camp staff for any questions about scheduling.



PURPOSE

The goal of Fort Frankfort Adventures Summer Day Camp is to provide a safe, fun, and positive program where children 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. Day Camp provides a creative and stimulating summer environment in which children can learn, grow and thrive at their own developmental 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

Before & After Camp: Regular hours of the Before Camp & After Camp will be from 7:00 - 9:00 am and 4:00 - 6:00 pm. Before and After Camp participants will transition in and out of the Day Camp scheduled time.

Day Camp: Regular hours for Day Camp will be 9:00 - 4:00 pm. Please be on time for Day Camp. On field trip days, the bus will not be able to wait due to late arrival.

LOCATION

Day Camp will be held at Commissioners Park located at 22108 S. 80th Ave in conjunction with Chelsea Intermediate School located at 22265 S. 80th Ave. Please walk your child to the drop off point, which is located at the South entrance (Door # 8) of Chelsea Intermediate School. That will be the pick-up location as well. *In the event of the inclement weather conditions, camp will be at Chelsea Intermediate School.* **Before & After Camp drop off and pickup location will be at Chelsea Intermediate School's South entrance (Door # 8) as well.**

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. **Please be on time for drop off and pick up!**

FEES, PAYMENTS AND PENALTIES

A separate registration form for each child attending Day Camp must be filled out at the time of services requested. A list of the Day 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. ***The same rules apply to Before and After Camp.***

Arriving to Day Camp without pre-registration is unacceptable and will not be permitted.
All payments must be processed at Founders Community Center 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 4:00 pm. After the 15 minutes, one dollar for every minute thereafter will be charged. The same late charge will also apply after 6:00 pm for After Camp. Repeated violation for late pick up may result in a discharge from the program.

SUNSCREEN POLICY

- Due to allergies, Day 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 camp cell phone. The camp cell phone number is 815 - 641 - 2458.

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 Day Camp if your child will be absent from the program. You may call the day camp cell number at 815 - 641 - 2458 or 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 toys, hand held games, iPods, sports equipment, etc. may not be brought to Day Camp. The staff/Frankfort Park District will not be held responsible for the children's personal belongings.

ALL CHILDREN MUST BE TOILET TRAINED. CHILDREN MAY NOT WEAR PULL - UPS. *Frequent accidents will result in a dismissal from the program.*

EMERGENCY MEDICAL AND HEALTH POLICY

Day 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, Day 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 Day 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.

Day 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 Day 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.

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. **Please put your child's name on their lunch bag.** An insulated lunch bag is recommended. 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 Day 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 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. Parents/Guardians that cause a disruption by using foul language, violent behavior or verbal abuse towards participants or staff.
8. Any additional violations or concerns deemed unacceptable by the Day Camp Staff.

ADA

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 in providing a quality service to the child. It is the responsibility for the parent/guardian to notify the park district of any medical, physical and/or mental condition that may require special consideration. Confidentiality will be respected.

INCLUSION SUPPORT

Inclusion support is designed to provide the least restrictive environment while providing the maximum opportunity to participate in park district programs with reasonable accommodations. Day Camp will work with staff from Lincolnway Special Recreation Association to make every effort to provide participants with disabilities reasonable accommodations. Should your child be in need of inclusion services, it is your responsibility to complete the appropriate forms provided by the park district, so a request can be made to review and process the participant's inclusion needs. This process may take up to two weeks. Lincolnway Special Recreation Association will make contact with the parent/guardian after a review is complete and decisions have been made on the best course of action concerning your child's needs.

Lincolnway Special Recreation Association
1900 Heather Glen Drive
New Lenox, IL 60451
Melissa Jensen
815-320-3505
mjensen@lwsra.org
Fax # 312-660-8831

www.lwsra.org

Office Hours: M-F, 9-5 pm

I acknowledge that I have received a copy of the Parent Handbook outlining the policies of the Fort Frankfort 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.

