

Fort Frankfort Adventures Summer Day Camp



Parent Handbook

Susan A. Puent Building & Main Park
400 West Nebraska
Frankfort, IL 60423



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Day Camp Site Location Contact Information

Susan A. Puent Building (Preschool Building)

& Main Park

400 W. Nebraska

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

Regular hours for Day Camp will be 8:30 am - 4:00 pm. Please be on time for Day Camp. **There will not be a before & after camp option available for the 2020 season.**

LOCATION

NEW this year! Day Camp will be held at the Susan A. Puent Building & Main Park located at 400 W. Nebraska.

ARRIVAL AND DEPARTURE PROCEDURES

Arrival/Departure Procedures:

- Before arrival, parents must do a health screening on their own child and be on the alert for any symptoms (fever, cough, shortness of breath, etc.) and keep children home if showing signs of COVID-19. Please take child's temperature daily. Staff members will also conduct their own screening.
- Staff will greet children outside as they arrive while keeping a 6-foot distance.
 - Parents will be given a large name card to be placed in their window/windshield at arrival/pick up.
 - Parents/Guardian and other guests will not be allowed in the building, unless there is an emergency.
 - A designated staff member will walk children to their camp area, and at the end of the day, walk them back to their cars.
 - Staff should discourage congregation at arrival/pick up.
- If possible, the same parent or designated person should drop off and pick up their child every day. Avoid designating those at high risk such as elderly grandparents who are over 65 years of age.
- Hand sanitizer will be available at the entrance of the facility. Staff will provide guidance for the use of hand sanitizer (containing 60% alcohol) upon arrival and departure each day. Hand washing with soap and water as well as the use of hand sanitizer will be practiced frequently throughout the day.

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 Puent Building at **815-464-5579**. There is no refunds due to non-attendance.

FEES, PAYMENTS AND PENALTIES

Online registration will be available for the 2020 Day Camp season. Registration may also be done at the Founders Community Center, 140 Oak Street. 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. Please put a check by the session(s) your child will attend camp. Payments will be due at the time of registration. Weekly payment plans are available. Campers may register for the entire camp or one session (two-week commitment). You may not switch around weeks in the sessions. Space will be limited. Please be aware of registration deadlines.

Arriving to Day Camp without pre-registration will not be permitted. 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. Repeated violation for late pick up may result in a discharge from the program.

Face masks are required at camp and must be worn when social distancing cannot be maintained. **If a camper forgets their face mask, a disposable mask will be provided by staff for a charge of \$5.** The fee will be collected when the parent/guardian picks up the camper at the end of the day.

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. **No flip flops or water shoes.**

CAMPER SUPPLIES

Each camper must bring a labeled **backpack** every day to camp. lunch, sunscreen, **water bottle**, snacks, sunglasses, face mask, hand sanitizer, etc. may be kept in the bag.

LUNCH

Campers will be responsible for bringing a lunch each day in an insulated lunch container. **Please put your child's name on their lunch bag.**

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**.

PERSONAL BELONGINGS

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

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 camper's name on it.
- We will remind campers to apply sunscreen throughout the day.
- Assistance in applying sunscreen will be provided if students provide the spray style sunscreen.

EMERGENCY MEDICAL & HEALTH POLICY

Day Camp will always try to provide a safe environment for your children, but occasionally a child may get 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 is ill or has a fever (100.4°F or above), please do not bring them to camp. Please do not send a camper who has any of the following the morning of camp: fever, diarrhea, vomiting, runny nose, pink eye, etc. If we are made aware of a contagious disease that was brought to camp, we will notify you as soon as possible such as chicken pox, strep throat, lice or pink eye, we will respect your confidentiality in reporting the illness. Please keep in mind, a signed doctor's note will be required for a camper to return to camp if they were out due to a contagious disease/illness.

If a child becomes ill during camp, a parent will be notified and asked to pick up the child immediately. If a parent is unavailable, the emergency contact will be called. **Children who are not feeling well during camp, will be quarantined in a designated area and must be picked up from camp immediately. Parents should be available to pick up their child in a timely manner.**

PLEASE BE ADVISED: In the event of a COVID-19 outbreak your child's camp group will have to be dismissed from camp and self-quarantine at home until further notice.

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

MEDICATION

If your child takes medication regularly, please let the staff know. If possible we encourage parents to give their child the medication prior to camp. If your child needs to take medication during the camp day, staff must receive a completed medical permission form which is included in your packet. The form is also available on our website. Time and dosage of the medication must be indicated on the permission form.

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 and no refunds given. 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.

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 and the Frankfort Park District 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

LWSRA is prepared to continue to provide the Inclusion support that is requested by current LWSRA participants. **At this time, LWSRA will not be accepting any new participants.** Per the CDC guidelines and State COVID-19 Mandates, below are the guidelines in place for inclusion support:

Camper Participation Guidelines or Safety Protocols

1. Participant & Staff must wear a mask and keep it on for the duration of camp
2. Participant needs to Social Distance 6' throughout the day
3. Participant needs to be able to follow directions with minimal intervention by staff
4. Participant must be able to be successful with a 6:1 staffing and devoid of emotional outbursts requiring 1:1 staffing support.
5. Participant must be independent in managing personal care including toileting, feeding, Personal hygiene.
6. Participants must follow the behavior policy set in place by the Park District.

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 will 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.

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.

