

# Frankfort Adventures Summer Day Camp



# Parent Handbook

## Half Day Camp

Susan A Puent Building  
400 W. Nebraska  
Frankfort IL 60423



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## **Day Camp Site Location Contact Information**

Half Day Camp  
Susan A Puent Building  
400 W. Nebraska  
Frankfort IL 60423  
815-464-5579

**Preschool Office # 815-464-5579**

**Park District Main Office # 815-469-9400**

**Recreation Supervisor: Kristen Morrison**

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

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

**PURPOSE**

The goal of 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.

**CAMP HOURS**

Regular hours for the Half Day Camp are 9:00 am – 1:00 pm. Please be on time for drop off and pick up.

**LOCATION**

The Full Day Camp will be held at Grand Prairie Elementary School at 10480 Nebraska, Frankfort. The Half Day Camp will be held at the Susan Puent Building at 400 West Nebraska Street, Frankfort.

**ARRIVAL AND DEPARTURE PROCEDURES**

Arrival/Departure Procedures:

- Parents will walk their child in the building to the designated camp location.
- Parents/authorized pick-up person is responsible for signing their camper in and out.
- If possible, the same parent or designated person should drop off and pick up their child every day.
- Hand sanitizer will be available at the entrance of the facility. Staff will provide guidance for the use of hand sanitizer 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 office at the Puent Building at **815-464-5579**. There are no refunds due to non-attendance.

**FEES, PAYMENTS, AND REFUND POLICY**

- Online registration is available on our website at [www.frankfortparks.org](http://www.frankfortparks.org).
- 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 sessions that are listed 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. Please be aware that each session has a registration deadline of two weeks prior to the start of the session (see registration form for deadline dates).
- NO REFUNDS will be issued past the registration deadline. Cancellations after the registration deadline will be charged a \$25 fee per session/per child.
- Weekly payment plans are available – in person registration must be done for this option. A \$25 non-refundable deposit is required for the auto-payment plan per session/ per child.

- Campers may register for the entire camp or one session (two-week commitment). Discounts of \$50 will be given only when you register for all four sessions and if full payment is made.
- You may not switch around weeks in the sessions. Space will be limited.
- 

**Arriving to Day Camp without pre-registration will not be permitted. There will be no refunds, or credits given for missed days.**

A \$25.00 pick up late fee will be charged for the first 15 minutes you are late after 1:00 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.

### **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.** Day Camp t-shirts must be worn on walking field trip days. One Day Camp t-shirt is included upon enrollment. Additional shirts can be purchased at Founders Community Center for \$10.00 each.

### **CAMPER SUPPLIES**

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

### **LUNCH**

Campers will be responsible for bringing lunch each day in an insulated lunch container. **Please put your child's name on their lunch bag.** **NO NUT PRODUCTS PLEASE!** If your child has food allergies, Day Camp must be made aware of this fact. A list of all foods to which your child has shown sensitivity must be given to Day Camp at the time of registration. The list will be posted at Day Camp. If your child is on a special diet due to medical reasons or religious beliefs, a written notice regarding the above must be given to the Day Camp Program.

### **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, handheld 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 camper's 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 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, such as chicken pox, strep throat, lice or pink eye, we will notify you as soon as possible and 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.**

**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 recurring 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](mailto: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 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 of 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.

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!*

