



Alsip Park District

Parent Handbook

Summer Camp 2020

Contact Information

Apollo Recreation Center: (708)389-1003

Rebecca Perkaus, Recreation Supervisor

708-389-1003 ext.309 rperkaus@alsipparks.org

Tracy Pressler, Summer Camp Coordinator

708-389-1003 ext.319 daycamp@alsipparks.org

Remind App Codes

Golden Torch (Kiddie Camp): Text **@kiddie20** to **81010**

Jumpin' Gymnast (Kindergarten): Text **@Jumpin20** to **81010**

Blazin' Biker (1st and 2nd): Text **@biker20** to **81010**

Super Surfer (3rd & 4th): Text **@surfer20** to **81010**

Homerun Hitter (5th & 6th): Text **@hitter20** to **81010**

Bouncin' Baller (7th-9th): Text **@baller20** to **81010**

Hours of Program

Pre-Camp

7:00-9:00am

Post-Camp

3:00-6:00pm

Regular Camp

9:00am-3:00pm

Extended Camp

6:45am-6:00pm

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Mission

The mission of the Alsip Park District is to enrich life through quality leisure services at a variety of parks and facilities, while offering programs in education, social involvement and recreation in a clean, safe environment for individuals of all ages.

Purpose, Description and Goals

Welcome to the Alsip Park District Summer Day Camp Program! We are looking forward to working with your children throughout the fun-packed summer months. Enclosed you will find information on the camp policies and procedures. **Please take a moment to read through this information and bring any questions to Parent Orientation on June 4th at 7:00 pm.** If you should have any questions regarding camp in the meantime, please feel free to call the front desk at 708-389-1003.

Newsletters

Every Friday, a newsletter will be sent out through the Remind App. This newsletter contains important information for the upcoming week. **It is the Parents Responsibility to make sure they are signed up for the Remind APP to get information.** If you require a paper copy, please make that request with your group leader and we will provide you with a paper copy every week.

Arrival & Departure

Arrival Time: 9:00-9:15am Departure: 2:45-3:00pm

Parents are required to sign in and sign out their camper each day. Parent/guardian must walk camper to their designated area every morning and sign in with their counselor. At Parent Orientation, Counselors will inform you of the designated area. Parents are required to sign out their campers at the end of the day at pick-up. This does not apply to walkers. Campers in pre/post camp are also required to sign in and sign out with the pre or post camp staff. In the event of inclement weather, pick-up and drop-off will be in the Apollo Recreation Center. Campers should meet at the park pavilion and arrive no earlier than 5 minutes prior to camp. This allows camp staff to prepare for the day's activities. Children should be picked up promptly. If your child will be absent from Summer Camp, please call 708-389-1003 ext. 319 to notify the camp coordinator. Campers will only be dismissed to the people listed as emergency contacts/authorized pick-ups on their emergency medical information sheet. Valid Picture ID's (Drivers License, State ID, School ID) will be checked to verify identity. If you need to add a person on this list you must do this at the front desk, in person.

Early/Late Arrival from Camp

If arriving after 9:15am for drop off or 3:15 for pick up.

If you are dropping off your child late or picking them up early from camp. You must check in at the main office. The main office staff will page the camp staff to come to the main office to meet you and your child.

Walkers

If your child will be walking to camp each day without an adult to sign them in, please indicate this on the camper emergency form. A walking camper will be signed in by their counselor at 9:00 am and will be signed out and released at 3:00 pm. We ask that you keep camp staff updated on any changes throughout the summer. If your child is a walker and will not be attending camp, we ask that you call prior to 9:00 am on that day or a camp staff member will be contacting you. If your child will not be at camp, please call the **Day Camp Hotline at 389-1003 ext. 319** or notify their group leader prior to that day.

Late Fees

If you are more than 10 minutes late picking up, a fee of \$10 will be assessed, every 5 minutes after the initial 10 minutes is an additional \$15. **Late fees must be paid at the time of the camper pick-up or before the camper can return to camp.** Any parent who does not contact camp staff about a delayed and their child is not picked up after 30 minutes of the scheduled camp ending time, the Alsip Police Department will be notified.

Inclement weather

Day Camp will be held regardless of inclement weather (rain or excessive heat). On these days an indoor facility will be used. In such a case, campers should be dropped off and picked up at the Apollo Recreation Center, 12521 S. Kostner Ave. Please proceed inside the Apollo Recreation Center for pick-up; campers will not be brought outside. Should it begin to rain while camp is in session, the children will be in the Apollo Recreation Center for pick-up. If you wish to pick up a walker on inclement weather days, please notify camp staff at 708-389-1003 ext. 319.

Lunch

Each child should bring a sack lunch and drink with their **NAME MARKED ON THE BAG**. It's a good idea to use a small re-freezable cooler device to keep drinks cool. The concession stand at the pool will be open only after lunch. Please do not rely on concessions for lunch especially with the possibility of inclement weather which would result in a camper without a lunch. Water fountains are located at the Apollo Recreation Center and the Aquatic Park. **We strongly recommend sending a refillable water bottle with the child's name clearly marked on it each camp day.**

Inclusion policy

Southwest Special Recreation Association (SWSRA) our partner agency believe that all individuals should be provided with leisure opportunities that allow for participation at the highest level of ability, in the least restrictive environment possible. Although, many people achieve this through participation in a SWSRA program, others may also have great success in the activities provided by SWSRA.

SWSRA adhere to the following basic principles when providing accommodation to allow for successful inclusion:

- The interests and needs of an individual participant will be addressed
- The Partner Agency staff will be given support by SWSRA
- The policies and concerns of the Partner Agency will be addressed
- Options with choices will be made available to individuals with disabilities

Cell Phone/Personal Items Policy

If a participant brings a cell phone to the program it must be turned off and in their bags. If you need to get a hold of your child during the program you can call (708)389-1003. **PLEASE NOTE: IF A CAMPER HAS A CELL PHONE IN HIS/HER HAND IT WILL BE TAKEN AWAY AND PUT IN THE CAMP DIRECTOR'S OFFICE. A PARENT WILL BE REQUIRED TO GET THE PHONE BACK.**

The Alsip Park District will not be responsible for any lost, stolen or damaged items.

What to bring to the program.....

Gym Shoes
Swim Gear on Swim Days
Water bottle
Sunscreen

What NOT to bring to the Program...

MP3 Player
Cell Phones
Trading Cards
Money (unless on field trip or pool)

Gum/Candy
Toys
Tablets/Game Systems

Parent Code of Conduct

Parents and/or emergency contacts/authorized pick-ups are required to follow the Alsip Park District policies while you are at our program.

- Please refrain from inappropriate conduct; using harsh, demeaning, threatening or abusive language, speaking in a level that is not appropriate when speaking to any staff member.
- No Parent and/or Emergency contacts/authorized pick-ups shall be under the influence of drugs/alcohol. There will not be any physical violence toward staff, a child (your own or another), another parent, member or volunteer, materials or property.
- If inappropriate behavior is displayed your child will be terminated from the program.

Behavior Policy & Management Plan

The Alsip Park District summer camp staff would like all campers to have a great time at summer camp every day. Inappropriate or defiant behavior can prevent this from happening and will create an undesirable situation for campers and staff. While family and school environments are very influential for personal development, Park District programs also need to be recognized as legitimate influences in child development. By administering a fair system, we hope to meet these responsibilities as well. All campers are expected to abide by the following rules.

Zero Tolerance: Any Camper, who uses, possesses, controls, or transfers drugs or a weapon, or any object that can reasonably be considered a weapon, looks like a weapon, or looks to be a part of a weapon, shall be removed from the program immediately and the Alsip Police will be notified.

Violence of any type will not be tolerated. Any student who hits someone for any reason (even if they're hit first) will be immediately given a discipline report and can lead to a suspension deemed by the Site Coordinator or Recreation Supervisor.

Bullying (Physical, psychological or verbal) will not be tolerated and students that are involved will receive appropriate consequences, deemed by the Camp Coordinator or Recreation Supervisor.

Be Respectful: Respect yourself, others, all property and wildlife. Listen to and follow any directions/instructions that are given by staff. All participants are expected to use appropriate language and have appropriate behavior.

Sportsmanship: Demonstrate good sportsmanship while participating in all activities.

Be Safe: No roughhousing, stay clear of roadways, no climbing on trees or fences. Shoes must be worn at all times; gym shoes are required for most activities.

Behavior Policy & Management Plan Continued....

If your child chooses not to follow the rules, the following disciplinary actions will be taken. Steps may be skipped for repeat or serious offenses.

- 1st Infraction: Child is warned and reminded of the rules.
- 2nd Infraction: Discipline report is written up and given to the parent/guardian at time of pick up.
- 3rd Infraction: Discipline report is written up and parent/guardian is notified immediately.
- 4th Infraction: Discipline report is written up and parent/guardian is called to pick up child immediately. Recreation Supervisor and parent/guardian will discuss a return date.
- 5th Infraction: Discipline report is written up and parent/guardian is called to pick up child immediately. The child will be removed from our program immediately with no refund.

Staff will redirect the uncooperative child to another activity or redirect the entire activity into a more wholesome direction. Parents will be notified of any serious or continuous behavior problems in person or by phone. A conference between parent, child and camp staff will be scheduled as necessary to discuss serious behavior problems and to establish new behavior management techniques appropriate for the child. If no measurable improvement in the child's behavior is evident after a set period of time, the child will be removed from the summer camp program.

Please understand we establish this policy for our protection and the safety of all the children. We do not want to remove children from the summer camp program and will work with the parent and child to the best of our ability to correct and deal with any problems that may arise.

Discharge policy

The Alsip Park District has the right to discharge a participant without issuing a refund if the following is determined:

- Falsified/incomplete registration forms
- Participants' actions or activities endanger the safety to self or other campers or staff
- Repeat violation of any policy listed in Parent Handbook
- Non-payment will result in your child not being able to attend camp

Health and illness policy

It is the responsibility of the parent or guardian to notify and inform camp staff of any medical condition, special need, or disability that may require special consideration by the staff. Our goal is to serve you in the most effective way possible. Your confidentiality will be respected.

Health and Illness Policy Continued...

For the welfare of the children in the group, we ask that parents keep their child home if he/she appears ill or has been ill during the night. If your child is out of summer camp for 3 or more days you will need to provide a doctor's note stating a clean bill of health.

The Alsip Park District asks to be informed of the nature of any illness, especially when it is communicable to others. If at any time the staff feels that a child is too sick to remain in the program, the parent will be called. A parent, guardian or emergency contact must pick up the child within one hour of receiving the phone call. This policy is for the safety of all the children and staff.

A child will be sent home, if any of the following conditions are apparent:

- A temperature of 100 degrees or more within 24 hours
- Vomiting or diarrhea
- Rash (if cause is unknown)
- Suspected communicable disease
- Severe cold with fever, coughing, unclear mucus
- Bronchitis or other throat infections, such as strep
- Nits or lice

Parents are asked to please notify us within 24 hours if their child has a communicable disease, such as chicken pox, strep throat or lice, so that we can inform other parents and staff (the name of the child will not be disclosed). Call the camp office at 708-389-1003 ext. 319. The child is welcome back to the program with a note from the doctor or reasonable evidence of recovery.

The program will always try to provide a safe environment for the campers, but occasionally, campers are hurt or injured in the course of play. If such an event occurs, the following procedure will be followed:

- Medical paramedics will be called to handle any serious accidents.
- A call will be made to the parent/guardian. If they cannot be reached, we will contact the emergency numbers provided.
- If the participant needs medical care, in most cases we will accompany them to the nearest facility.
- The parent/guardian must meet us at the medical facility as soon as possible.

Medication Policy

If your child is required to take any type of medication during the summer day camp program you will need to fill out our Medical Dispense form. By filling out and signing this form you are allowing our staff to dispense the medication to your child. All medication needs to be in the correct container with the prescription on the bottle with child's name and may not be expired or we will not be allowed to dispense the medication. If your child has asthma or severe allergies, we require that the summer day camp program has an inhaler or EPI Pen on site that the staff will carry with them if the child needs it. Please send the inhaler in the original box or a baggy with the child's name labeled on it.

Swimming

Campers will attend the Aquatic Park twice a week for swim days, see the calendar for exact days your child's group will be swimming. Swim days are open water play and not organized lessons. Please inform your child's Site Leader if your child has any swimming difficulties. Please send your child with the appropriate sunscreen daily. No camper may swim until a swimming permission form is completed and on file with the camp staff.

What should I send my child with on swim days?

All personal items should be marked with your child's name. Swimsuit (has to be a swimsuit material), towel, goggles, sunscreen (spray kind if your child needs assistance with applying).

Are the campers allowed at the concession stand?

A concession stand is available at Aquatic Park. Campers may purchase food/snack from the concession stand. Campers must be responsible for their own money. **If you choose to send your child with money for the concession stand, the child will be responsible for holding on to it, and how that money is spent. The Alsip Park District staff will not be responsible if that money is lost or stolen.**

What if there is inclement weather?

Campers will be walking to Aquatic Park unless the heat index is over 94 degrees, in which case Alsip Park District staff will drive campers in Recreation Vans. If it starts raining while the campers are at the pool they will be moved indoors and APD staff will drive campers back in recreation vans.

Swimming Continued...

How does swim testing occur?

Campers will be tested on the first pool day of each session for swimming ability. This swim test is administered by the Aquatic Park staff. Day Camp staff cannot change the decision of the Aquatic Staff as to the swimming ability of the camper. No child may swim until they take the swim test. Each camper will receive a wristband each swim day to signify which area of the pool they are allowed to be in according to their swimming abilities. If there are special swimming instructions you wish your camper to adhere to, please inform the camp staff in writing.

What if I am at the pool and want to sign my child out to stay with me?

If you want to sign your child out and stay at the pool, the person signing out must exit the pool with the staff and child. Once the sign out is complete the child and adult may re-enter the pool using their pool pass or money. **Aquatic Park rules state that children 11 and younger must be accompanied with a person over 16 years of age to remain at the pool without camp staff. Written notification will be needed daily for camp staff to release a camper at the Aquatic Park after we leave, NO EXCEPTIONS, they meet these requirements!**

What if I am picking my child up from the pool but don't plan on staying?

Once you arrive please go the desk at the pool and inform them you are there to pick up a camper for the Alsip Park District. Please give the staff your group leaders name, which they will then page them, and your child will be released to you at the front desk.

Can my child walk home from the pool?

Campers are allowed to walk home from the pool only with a written notice from the parent/guardian. These campers will exit the Aquatic Park with camp and will then be released.

Field Trips

The field trips will be listed on a calendar given to each parent at Parent Orientation on June 4th at 7:00pm. **Trip fees are included in the registration fee.** By signing the permission slip, you give your child permission to attend all field trips. The weekly newsletter will contain information regarding the trips. **Campers must wear their current Day Camp shirts for field trips. Campers who do not wear their current camp shirts will be given a camp shirt and will be billed \$10 for the shirt.** Campers do not have to attend the field trips, but there will be NO Day Camp available on these days. No camper may attend a field trip until a Permission Slip is completed and on file with the Alsip Park District Day Camp staff.

Field Trips Continued

Parents/guardians may not accompany their camper on Alsip Park District summer camp trips. However, parents/guardians may arrive separately at field trip locations, if they wish. All campers who arrive with the Alsip Park District summer camp will need to follow all camp rules and field trip guidelines and will not be allowed to alter field trip guidelines due to their parent/guardian being at the field trip location (i.e. if all campers need to eat in an established lunch area, your camper will need to eat with camp). Any campers who are signed-out at the field trip location will need to exit the facility and re-enter with their parent/guardian. If you have any questions, please feel free to call the Alsip Park District summer camp hotline at any time.

Camp Shirts

Registration fees include one (1) T-shirt per camper for the summer. Additional T-shirts may be purchased for \$10.00 each. **Please note:** if your child requires a shirt in a size other than what has been ordered for their group, a fee will be charged. **The current Alsip Park District Day Camp Shirts MUST be worn on Field Trip Days.**

Dress

Campers should wear comfortable, durable, play clothing appropriate for the weather conditions. Labeling clothing is recommended. Children must wear gym shoes to participate in various activities. Even on swim days, please do not send your child in sandals because it will make certain activities more difficult and they can easily injure their feet. Sandals are also very uncomfortable for walking to the Aquatic Park. If they are in sandals, please make sure they have a back strap. We do have a camp lost and found and we periodically go through the items as a group. If your child misplaced an item, please inform camp staff as soon as possible.

Let's have a great summer!

We are working to provide a safe, entertaining, and educational summer for your child. We are confident that you will be pleased with our program, but should you have any questions or concerns regarding Day Camp, please feel free to call us at (708) 389-1003 x 319. You may also stop in before or after camp to speak with the Counselors, Leader, or Supervisor.