



## **Westmont Park District** **Camp Reference Guide**

Revised June 12, 2010

### **Camp Philosophy**

Our goal is to provide each camper with the opportunity to:

- Participate in safe & fun recreational indoor/outdoor environment that promotes both enjoyment and successful learning experiences for everyone
- Learn how to play fairly, be creative and use teamwork effectively, which in turn will ensure the health and safety of other campers
- Develop a positive sense of self and respect for property and equipment
- Develop an appreciation of nature and simple enjoyment of being in the great outdoors

### **Program Content**

Both camp programs have a balance of both quiet and active activities in the indoor and outdoor environments. Weekly activities include: swimming twice a week for each camp, field trips one a week for Camp Operation Fun and one field trip per/session of Day Camp. Other activities involve arts and crafts, organized sports and games, playground experiences, special event days such as circus day, water day, gold rush day, Olympic day, etc., board games, music and drama, nature activities, hikes, and occasional food activities such as cookouts and ice cream socials may also be offered.

### **Camp Locations**

The main camp site for the COF campers includes rooms 1 - 4 within the Community Center building, and the Day Camp participant's main camp site is the Pavilion area within Veteran's Memorial Park located on the corner of Dallas and Linden Streets. Both camps will utilize the recreational areas such as the playground, ball fields, tennis courts, day camp garage and the gym. Camps will meet rain or shine so please dress your child appropriately for the weather. In the event of excessive rain and/or threatening weather such as extreme heat, camps will be held indoors at the Community Center.

### **Camp Staff**

The camps are equally supervised by a Camp Management Team who are college graduates as well as qualified and experienced in camp leadership roles. Counselors are carefully selected for their leadership abilities, caring nature and strong desire to work with children in both small and large groups in a recreational setting. Many of the counselors are college students pursuing degrees in education/recreation or other related fields. Counselors, junior counselors and volunteers alike attend a detailed interview process and training program, which includes topics such as: supervision, safety and problem solving techniques, curriculum development, and CPR and First-aid training. They are qualified, experienced and very eager to help all the children have a rewarding summer camp experience.

### **Attendance**

If your child is sick or will be absent from camp, we would appreciate a phone call informing us of the absence. The Day Camp/Camp Operation Fun Hot Line number is **(630) 971-4174 ext. #140**. If we do not receive a phone call, the directors of each camp will begin to contact parents of the children who are absent after 8:45 a.m. as a safety measure.

If your child is going to be late to camp, it is important that you contact your child's director to let them know what time your child will arrive. If your child arrives late, please wait with your child until they have checked in with the director, and the director will then bring your child to their respective group.

Note: In the event that there is a field trip and the group has already left, you will need to make other arrangements for your child for that day.

### **Transportation Form**

The transportation form was developed mainly to confirm bus routes, bus stops and pick-up/drop off times for those families that have registered for transportation service for their camper. If you chose a bus stop upon registration, then you shall receive a confirmation of by mail one week before camp begins.

### **Camper Participation Information Form/Behavioral Contract**

This form was created in an effort to provide the camp staff with important information pertaining to your child. The recorded information is confidential and will be kept in a camp file at the Community Center. The behavioral guidelines for positive social interaction are included on this form and they must be followed by all the campers to make the camps safe and enjoyable for all the participants. The agreement states that the parent and child have read and understand the park district policy for acceptable behavior and discipline. The park district reserves the right to dismiss a camper whose behavior consistently disrupts the camp atmosphere or endangers the safety of him/her self or others. It is essential that this form is filled out completely and returned to camp before your camp session begins. If you did not receive this form in the mail or upon registration, please pick one up at the Community Center.

### **Daily Release & Authorization**

Please indicate on the Camper Participation/Emergency Form which individuals are authorized to pick up your child. If there is a change, we must notify the camp directors by telephone or in writing in advance. A picture ID will be required from the names listed on the camper participation form, which is strictly for the safety of the child. If the person is not authorized to pick up your child, your child will not be allowed to leave camp with that person until we are able to contact you.

### **Arrival/ Departure Procedures**

Please have your child arrive no earlier than 8:20 a.m. and be picked up no later than 3:40 p.m. Day Camp children should be dropped off/picked up by the pavilion on the corner of Dallas and Linden, which is the southwest corner of Veterans Memorial Park. Camp Operation Fun Campers are to go their camp site, which is located in rooms 1 & 2 located in the upper level of the Westmont Community Center located at 75 E Richmond Street.

In case of inclement weather, the drop off /pick up point for both camps will be in the front of the Westmont Community Center building (same address as above). The day campers should enter through the front doors and wait for instructions from the Day Camp Staff. Camp Operation Fun campers need to go to rooms 1 & 2 as stated above.

### **Bus Procedures**

The Camp Management Team will be conducting courtesy phone calls a few days before camp begins to anyone that has registered for bus service. This way we can provide families with the most current information regarding the pick-up/drop-off times. Please make sure your child arrives at the bus stop at least 15 minutes before assigned pick up time especially during the first week of camp, and 10 minutes before the assigned pick up time for the weeks thereafter.

The bus service is owned and operated by the Westmont Park District and there is an additional fee for the transportation service (see guide for transportation prices). The park district vehicles are clearly labeled with the park district logo so please inform your child that the park district buses are the only vehicles they should enter when receiving transportation to and/or from camp. The driver will have a transportation list with him/her on the bus. This list provides the camper's name, address, phone number and the assigned bus stop for that was chosen upon registration for the transportation service.

Keep in mind that there may be occasions when the bus is late due to inclement weather, traffic or construction. If the bus is running late, have your child wait at least 20 minutes past the pick up time before calling the Westmont Park District at 630-963-5252.

While riding on the bus, there will be no horseplay, fighting or obscenities tolerated. The children must remain seated at all times. No standing or moving on the bus will not be allowed. See behavioral contract regarding this policy.

### **Walking/Bike Riding Procedures**

Children walking or riding a bike to camp should observe the use of sidewalks and/or curbs, use caution when traveling and crossing streets, and arrive at camp no earlier than 8:20 a.m. The same methods apply to those who are walking or riding a bike from camp to home.

If riding a bike to camp it is your child's responsibility to properly secure their property to a bike rack with a chain and lock. Your child should choose a rack that is closet to his/her camp site.

### **Pre/Post Camp:**

Pre-camp is from 7:00 am to 8:30 am and Post-camp is from 3:30 pm to 6:00 pm. This will be held at the Westmont Community Center in rooms 1 & 2 on the main level. Structured activities will be provided including: games, arts, and crafts. There is an additional fee for pre/post camp. Payment is due the Saturday prior to the week you want to enroll your camper. See guide for fees

### **Late Fees**

For the safety of your camper we require that staff remain at the site until all children have been picked up. Late fees will be assessed in the event you are over 15 minutes late in picking up your child. The fee is \$10 dollars after the first 15 minutes late and \$5 dollars for every 10 additional minutes thereafter.

### **Field Trip Rules**

Day Camp includes one paid field trip to a local attraction each session, and the Camp Operation Fun includes a paid field trip per week of camp. Field trips may include water parks, bowling adventures, movies, arcade, roller skating, museums, etc. Trip information and a permission form will be sent home in advance regarding field trips. Children may bring spending money (a reasonable amount) along on trips to use for souvenirs or snacks. However, the camp staff is not be responsible in the event it gets lost or stolen. It is important that campers know the rules while being on a field trip so they can have an enjoyable experience. The rules are as follows:

- Stay with your group and listen to your leader
- Always keep track of your assigned partner
- Wear your camp shirt
- Follow the rules on the bus and of the facility being visited

### **Proper Dress**

Each child will receive a day camp T-shirt during the first week of camp. These shirts should be worn anytime there is a field trip. Parents will receive advanced notice of any field trips. In Camp Operation Fun there are eight planned field trips. Sometimes, counselors may plan short walking field trips throughout the summer in which campers will need to wear their t-shirts. We suggest that for everyday camp, your child dress appropriately for the weather in shorts, jeans, etc. We also recommend that campers wear tennis shoes or other appropriate footwear (sandals are not recommended) for safety purposes.

### **Sunscreen/Water**

Sunscreen is important so please send a bottle of sunscreen with your child on the first day of camp. We will remind them throughout the day to reapply sunscreen and we will also help campers apply it (providing we have your consent) as needed. (At least SPF 30 is recommended). Bottled water is highly recommended for each camper so please send an insulated container that holds water labeled with your child's name. Cooled beverages will be served during lunch each day and water fountains are available both indoors/outdoors for use at any time.

### **Medications**

Medication forms must be filled out and signed by the parent or guardian in order for the Director or supervised personnel to administer medication to a child while he/she is attending camp. Forms are available for pick up at the Community Center.

### **Lunch & Snack**

Each camper will need to bring both a lunch and a simple snack with them to camp each day. All food items should be packaged in an insulated lunch bag/box, clearly labeled with your child's name. Please do not send food items that require refrigeration since that type of storage is not available. The park district will provide a cold beverage; however campers are allowed to bring their own drinks if they wish.

### **Swimming**

Campers from each camp will escape the heat at the Westmont High School indoor pool for an hour of recreational swimming twice a week. Camp Operation Fun will be swimming on Mondays and Wednesdays from 1 – 2:30 p.m. and Day Camp kids will be swimming on Tuesdays and Thursdays for the same amount of time. Swimming is scheduled to begin at the start of camp. Campers should bring a swimsuit and towel in a bag on swimming days. We do not provide swimming lessons for the campers, but there will be counselors stationed around and in the pool at all times to help the inexperienced swimmers. The high school provides us with three lifeguards and our counselors are trained in CPR and first aid. Float belts will be provided at the high school. If you wish your child to wear his/her own life belt, it must be Coast Guard approved. Make sure to label it with your child's name and send it along with their other gear on swim days and field trips to other water facilities as well. In order for the campers to be allowed in the deep end of the pool, they will have to pass a swimming test given by the head lifeguard at the school.

### **Special Needs or Notes:**

Westmont Park District strives to comply with the Americans Disabilities Act 1990. Therefore, if your child needs accommodations to participate in our camp, please let us know immediately so we can make arrangements through SEASPAR in advance to be able to meet the needs of your child. See Park District Guide for further information about the SEASPAR services

### **Lost and Found**

Please encourage your child to keep track of his/her belongings. Make to label all personal items, which will make it helpful if a lost item is found and turned in. The Park District is not responsible for damaged, lost or stolen items. Items not claimed will be placed in a box in the day camp garage and discarded at the end of the camp season.

### **Personal Items Not Allowed At Camp**

Please make sure that campers do not bring these items to camp.

- Game boys
- MP3 players,
- portable DVD & CD players,
- I Pods or any other personal items **are not** allowed camp.

If campers should bring above items to camp (without a permission for director), the counselor will hold them until the end of the day. Please be aware that personal items are not the responsibility of the staff if these items are damaged, lost, or stolen.

### **Daily Items to Bring to Camp**

- Lunch, snack and a beverage (beverages such as lemonade served during lunch and water fountains are always available both inside and outside) w/child's name on it
- A light snack packed in a separate bag w/child's name
- Backpack w/child's name
- Swimsuit (on camper's swim days) & plastic bag to hold wet items
- Towel labeled w/camper's name
- Sun Block at least 30SPVF or higher is recommended
- Life belt (optional and it must be Coast Guard approved) label w/child's name
- Extra set of clothes in backpack if needed
- A insulated water bottle w/your child's name on it



