

Westmont Park District
Camp Reference Guide
Revised April 24, 2011



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 enjoyment of being in the great outdoors

Program Content

All 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 full-day camp program and one time per session for the half-day campers. The Camp Operation Fun program will be provided with one field trip per week and the younger campers in Day Camp and Half-Day Camp will attend one field trip per session. Other fun and fulfilling activities for everyone involve arts and crafts, organized sports and games, playground experiences, special event days such as carnival 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 and Half-Day Camp participants' main site is the Pavilion area in 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 gymnasium. Camps will meet rain or shine so please dress your child appropriately. 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

All camps are supervised a Camp Management Team (CMT). They are both qualified leaders and experienced in camp programming. Their main responsibilities are to oversee the campsites, guide the counselors and organize the camp wide activities in a fun and safe indoor/outdoor environment. Counselors are carefully selected for their caring nature and strong desire to help all children have a rewarding summer camp experience 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/AED and First-aid training.

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 Camp Management Team (CMT) will contact parents of the children who are absent after 9:00 am.

If your child is going to be late to camp, it is important that you contact the CMT 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 CMT, and they in turn 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.

Camper Information/Emergency Form & Behavioral Agreement Form

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 Information/Emergency form all individuals that are authorized to pick up your child. If there is a change, we ask that you notify the camp management 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.

Parental Custody

In the event that staff is notified of a custody issue regarding a camper, the staff will inform the Camp Management immediately. Depending on the nature of the issue such as if either party claims to have sole custody, partial custody, or that the other parent has no rights. Parents/guardians must present legal verification of these rulings. Any and all information presented and shared with staff members will remain confidential. If you should have further questions they can be directed to the Camp Management Team.

Arrival/ Departure Procedures

Please have your child arrive no earlier than 8:20 am, and be picked up no later than 3:40 pm. Day Camp and Half-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 the Westmont Community Center building in rooms 1 & 2 (upstairs).

In case of inclement weather, the drop off /pick up point for all camps will be in the front of the Westmont Community Center building. Day campers and half-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.

Park District Bus Procedures

A staff member will notify parents by telephone to provide an approximate time line for both pick-up and/or drop-off participants. Please make sure your child arrives at their designated 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 counselor and bus driver will have a camp list that provides the name and the assigned bus stop for campers that are registered for transportation service.

Keep in mind that there may be occasions when the camp 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.

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. It is your child's responsibility to lock up their property to a bike rack, which is located near the small ball field on the East side of the Community Center.

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 the 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. Please reciprocate this courtesy by being on time for pick-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 and Half-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. These field trips may include water parks, bowling adventures, movies, arcade, roller skating, museums, etc. Trip information and a permission form will be sent home with your child in advance. This form must be signed by a parent/guardian and returned in order for your child to attend the field trip. 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:

- Wear your camp shirt
- Stay with your leader, assigned partner, group, and listen to your leader and follow directions at all times
- Follow the rules on the bus and of the facility being visited

Camp Clothing

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. 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.

Head Lice

If a camper is found to have head lice, the camper's parent/guardian will be contacted immediately and the camper must be isolated from other campers until picked up from camp. The camper may not return to camp until a doctor's note is presented verifying that any/all nits(eggs), nymphs, and adult size lice are no longer present on the child or belongings.

Sunscreen/Water

A large portion of the day will be spent outdoors in the sun so please apply sunscreen to your child before sending them to camp. We also ask that you send a bottle of sunscreen (**SPF 30 or higher is recommended**) labeled with your child's name 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 approval. 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.

Weather Conditions

Camps will meet rain or shine so please dress your child appropriately. In the event of rain or excessive heat, camps will be held inside the Community Center building.

Medications

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

Lunch

Each camper should bring their own lunch with them everyday. Please make sure that your child's name is written clearly on his/her lunch bag. We suggest your camper bring their lunch in a insulated container/box because it will stay cooler longer. Also, the lunches will be stored in a cool location and the park district will provide a cold beverage; however campers are allowed to bring their own drinks if they wish.

Breakfast or Snacks

We do not provide breakfast or snacks at camp. Therefore, it is important that each child eats a hearty breakfast before coming to camp. We realize that the day is long, even more so for participants who are enrolled in all day camp, plus pre-camp and or post-camp. Therefore, we do suggest sending along a small healthy snack item that can be kept in their backpack that they may have during the morning break period or in the after camp program.

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 p.m. and Day Camp kids will be swimming on Tuesdays and Thursdays. 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 high 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 you 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, Nintendo DS or MP3 players
- Portable DVD & CD players,
- I Pods, I Phones or any other electronic type items **are not** allowed camp.

If any of the above items should be brought to camp (without permission from camp management), your child's counselor will hold them until the end of the day. However, 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 and a beverage 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 30 SPF 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