



Day Camp Parent Packet

Revised January 2025

Dear Parents and Participants:

Welcome to the Crete Park District's Summer Day Camp! Our staff has been working hard to plan an exciting, adventurous summer full of games, crafts, activities and fun. Each week will revolve around a theme.

The goal of the summer day camp program is to provide a safe, engaging, and fun environment where children can participate in recreational, social and educational activities. We hire camp staff who we believe will help us achieve these goals. They are called upon to be mentors, educators, and friends. All staff are asked to give of themselves to the utmost. We hope you enjoy what our camp has to offer. We are continually striving to make camp a wonderful experience for all participants. If you have a job, hobby or time you would like to share with the campers, please call the Day Camp Coordinators or Superintendent of Recreation Janel Geary at 708.672.6969.

Please see the Camp Coordinator or Superintendent of Recreation if you or your child has any problems while camp is in session. Contact the Park District office as soon as possible at 708.672.6969. We will be extremely happy to arrange to meet with you to solve any problems and make any reasonable modifications to make your child's experience a better one. One of our goals is to take charge of any problems immediately.

Sincerely,

Janel Geary, CPRP
Superintendent of Recreation

Mission and Goal of the Crete Park District Summer Day Camp

The mission of the summer day camp is to provide a safe, engaging and fun environment where children can participate in recreational, social and educational activities. The goal is to engage participants in outdoor adventure and learning through play.

Camp Hours

Camp hours are Monday through Friday from 9:00 am – 4:00 pm for all day camp, and 9:00 am– 1:00 pm for the Preschool Park Play. Extended hours in the morning (Before Camp) begin at 7 am. Extended afternoon hours (After Camp) will go until 6:00 pm. Children must have completed Kindergarten to be part of the all-day and/or after camp. Early drop-offs are not permitted. Before Camp begins at 7 am. If you plan to utilize the extended camp hours, you must pre-register. Supervision will not be provided prior to 7 am.

Drop Off and Pick Up Procedures

It is our best intention to alleviate any confusion at drop-off and pick up time at camp. ALL CAMPERS will be dropped off and picked up at the circle drive by the North Shelter. Please Park your car and meet your child and child's guide at the designated area to sign in and sign out.

***If there is lightning, thunder, or extreme heat, children will be in the lower level of the Willard Wood Park Center for pick-up and drop-off. These days you may sign them in and out at the office upstairs.

Late Pick-Up

To control pick-up, fees will be assessed in the following manner for tardiness. After your child's designated pick-up has passed and your child is left waiting at the park, a guide will wait with your child; however, a fee will be charged. The fee is \$1.00 for every minute that the child is waiting past pick up time. The fee must be paid to the Park District in the office before your child can return to camp the next day. **If a child is not picked up by 7:00 PM, the Crete Police Department will be notified along with the Department of Child and Family Services.**

Sign In and Out

This is a day camp program, not a playground. Attendance will be taken daily, and campers will not be free to leave the camp area during camp hours. We ask your cooperation in stressing this policy to your child. **All campers will need to be signed IN and OUT of camp by an authorized individual.** Anyone other than a parent may be asked to produce identification. If you are dropping off late or picking up early you must do this in the Park District office, and the camper will be escorted to/from their group by staff.

Emergency Procedures

Evacuation procedures have been established and staff have been trained in the event of a major emergency that necessitates removing children from the site. Due to the sensitivity of such plans these are not shared with the general public. Plans have also been developed for fire and tornado procedures.

Camp Attire

Campers should dress for the weather and **must** wear closed-toed shoes every day. Campers should wear clothing that is durable and comfortable (i.e. jeans, shorts, T-shirts). The park is well shaded, however if camp is on a walking or bus field trip to a sunnier location, a hat/visor and/or sunglasses are recommended. Weather permitting, most activities will be held outdoors, so please send your camper with a jacket on cool days. Gym Shoes and socks should always be worn (no sandals). Remember it is easy to get dirty at camp. If sending additional clothing for your camper, please send in a backpack with your child's name on it. These will be kept in the Cubby area on the lower level of the building. Staff will not assist the campers with changing of clothes. The Park District is not responsible for lost, stolen or damaged items.

Camper Items

It is suggested that parents put sunscreen and/or bug repellent on their children before they arrive at camp, as our staff are not allowed to apply them unless designated on the emergency form. Because our camp offers a wide variety of activities, please refrain from sending items from home to camp. The Park District is not responsible for lost, stolen or damaged items.

Children **may not** bring....

1. Cell Phone
2. Any electronics/handheld games
3. iPods, iPads/Tablets
4. Trading Cards
5. Inappropriate footwear (Flip/Flops/Sandals/Slippers/Heelys)
6. Weapons (knives or firearms)

Your child does **not** need to bring anything to camp besides their water bottle; therefore, there is no need for backpacks. If you need to send a backpack with your child, we ask that a parent provide an explanation to the camp staff why this is necessary, and then the bag will be stored in the cubbies on the lower level while camp is in session. If a cell phone or electronic item is found on a camper, it will be confiscated and placed in the office until a parent or legal guardian can pick it up.

Field Trips

Throughout the summer we may take walking and/or bus field trips to various locations. We will also have different programs come to the park district. Permission trip forms need to be completed for each off-site trip.

Water Bottles

Campers are asked to bring extra water bottles and a drink for lunch. Campers are encouraged to bring water bottles with their names on them to camp daily. We will have a jug of water for campers to refill their bottles daily.

Lunch/Snack

This year the park will again be partnering with the Northern Illinois Food Bank for lunches and snacks. Lunch will be served at 12:00 and snacks at 3:00. A monthly menu will be passed out at the beginning of every month. This is a free food program! If your child does not like the lunch provided, please send lunch with them. The lunch on the menu for that day is the only one provided. We will put all lunches in the fridge until it is time to eat so they will not spoil.

Behavior Management

Our main goal at the Crete Park District is to ensure that your child has fun in a safe manner. Your child's utmost respect and good behavior is expected throughout the day. The following policies have been established for the benefit of the participants, staff and overall program. These expectations apply to all participants and their parents/guardians. Participants and parents/guardians are required to follow all rules outlined below.

Crete Park Code of Conduct

- Show respect to staff, participants, property and equipment.
- Teasing, verbal or physical abuse, threatening obscenities, disrespectful behavior or physical violence will not be tolerated.
- Stay within the camp boundaries. Campers may not leave property without parent permission.
- No weapons, or items that resemble or may be used as a weapon may be brought to the camp program.
- Always use appropriate language.
- Respect the bus and the rules of the bus.
- Be positive by showing mutual respect, cooperation and sensitivity to the needs of others.
- Have fun.

General Expectations:

- Walk while indoors
- Use equipment including playgrounds responsibly.
- Use an inside voice while indoors.
- Listen to and follow staff instructions.
- Participate in all activities and stay with guides at all times.
- Keep hands, feet, mouth and other objects to yourself.

Zero Tolerance

- There is a zero-tolerance policy for bullying, physical violence, and repeated disrespectful behavior directed towards staff and/other campers.

Immediate Pick-up

There may be situations where a child is physical with others or is refusing to work with staff on re-direction, that require a call to the parents/guardian to pick up their child. The parent/guardian is expected to arrange for immediate pick-up. The following behaviors may warrant immediate pick-up from the program:

- Biting, hitting or injuring self or others
- Spitting on others
- Running away from the program
- Additional behaviors that are considered unsafe to self or others.

The Crete Park District reserves the right to suspend or remove a camper from the day camp program if the staff determines that the program can no longer meet the needs of the child, if the child is a physical threat to themselves or others, or if the child's behavior consistently impedes the normal daily functions of the group and program. Children may also be dismissed from the day camp program if their parents/guardians demonstrate inappropriate behavior or fail to cooperate with staff. Parents/guardians may not be involved in disciplining any child other than their own. Failure to comply with our policies and procedures may result in suspension for as few as one to three days or as much as the remainder of the program. No refunds or prorations will be given for missed days.

Behavior and Discipline Policy

A positive approach is used when disciplining. If inappropriate behavior occurs, staff will work on re-direction and develop a solution specific to each situation. The Crete Park District reserves the right to dismiss a participant whose behavior endangers the safety of themselves or others. In instances where re-direction and a reminder of the rules is not effective, staff will follow the below procedures:

- 1st Offense: Verbal warning: Camper will be taken aside to review camp rules, and re-direction may be given.
- 2nd Offense: Written warning: A written behavior report will be filed and communicated with parents/guardian. This may be issued immediately without warning for serious infractions.
- 3rd Offense: Suspension: The camper will be suspended for 1-3 days from the program. Upon return from suspension, if negative behavior continues, staff may permanently remove the camper from the day camp program. No refunds will be issued for missed or disciplinary days.
- Zero Tolerance to Violence: The Crete Park District has adopted a Zero Tolerance policy for the Summer Day Camp. A camper that is physically or verbally abusive to another camper, volunteer or Park District staff member will be immediately suspended without prior warning. All threats and threatening behavior will be taken very seriously and will result in an immediate suspension and possible dismissal from the program.

Medications

For your child to take any medications (including those over the counter) during the day at camp, a medication form must be turned into the Day Camp Coordinator. At no time will a camper be allowed to carry medication with them on the park grounds. Medication may only be administered in the office by the Day Camp Coordinator or other Park District personnel. If your child needs to always have an inhaler or EpiPen with them, their name must be printed clearly on it with a permanent marker and the Inhaler/Auto Injector form must be completed. If emergency services personnel are deemed necessary by staff, the expense will be the responsibility of the camper's parent/guardian.

If your child gets sick or has an injury at camp

Staff are trained in First Aid and CPR as well as blood borne pathogens so if a child is injured in the program, we will take the necessary emergency steps and contact you as soon as possible. However, should the injury be more severe we will call 911 without hesitation. We will call the number that you have provided on your child's emergency form if the following applies:

Fever

Vomited

Complains of chills and/or muscle aches

Has a cold that produces yellowish, green mucus

Appears to have pink eye

Has had an injury of some kind to the head

Has had an injury that requires more than a band aid or ice pack

Please keep all phone numbers, mailing addresses, email addresses, authorized guardians, emergency contacts and medical information up to date on your member profile with the Park District.

Health Policy

The Crete Park District should be notified when a participant is absent due to illness of any type. **The office number is 708-672-6969.** It is warranted to exclude a participant from the programs at The Crete Park District when that person is either too ill to participate in activities, or when illness or injury requires a level of care or observation that cannot be managed at the program. Participants with any of the following symptoms will not be allowed to attend the program and should be kept at home until they can meet the criteria for readmission, (See readmission policy). Written protocols can never be so well outlined and up to date that they will answer all questions regarding exclusion for every situation, therefore The Crete Park District reserves the right to request a letter from a medical professional stating that a condition is non-contagious.

Any fever, diarrhea or vomiting in the past 24 hours

Any undetermined rash

Any persistent cough

Mouth sores, unless a health professional has determined it is not from a communicable disease

Conjunctivitis (Pink Eye)

Scabies, head lice, or other infestations

Green and/or thick discharge from the nose

Unusual lethargy, persistent crying, difficult breathing or other signs of possible severe illness

Participants will not be permitted to attend park programs and may not return until admission requirements are met for the following types of contagious illness:

Covid, Tuberculosis, Mumps, Impetigo

Hepatitis A & B, Chicken Pox, Measles

Rubella, Shingles, Strep Throat, Scarlet Fever,

Ring worm, Herpetic Gingivostomatitis, Pertussis (Whooping Cough)

Readmission Policy

After an illness, participant may return to the program after the following criteria have been met:

Persistent cough diagnosed as non-contagious

Fever free for 24 hours

Diarrhea free for 24 hours

A rash has been determined to be non-contagious by health professional

24 hours after antibiotic treatment has begun for

Conjunctivitis (Pink Eye)

Strep Throat

24 hours after antibiotic treatment has been completed for Whooping Cough (pertussis)

Isolation periods:

Chicken Pox-6 days and when all skin eruptions have scabbed over

Mumps- 9 days

Measles- 4 days after the disappearance of the rash.

Covid-19 (per Current CDC regulations)

A physician's statement to return to the program must be submitted if any of the following were a cause of absence:

Tuberculosis, Mumps, Impetigo

Hepatitis A & B, Chicken Pox, Measles

Rubella, Shingles, Strep Throat, Scarlet Fever,

Ring worm, Herpetic Gingivostomatitis, Pertussis (Whooping Cough)

Photo and Video Policy

Crete Park District staff may use videos or photographs of participants in programs and special events to inform others of recreational opportunities available in our community. We do not use identification in our publicity materials. Please be aware that videos and photographs may be used in future promotional pieces. All videos and photographs are property of the Park District.

Camp Evaluations

Parents and campers will be surveyed at the end of each 4-week session. The camp evaluation is the Park District's main tool for assessing your level of satisfaction.

Staff

Most of the camp staff are college students who are studying education or related fields of study. Many of our staff have worked with the Park District camps for 3 or more years. We do employ some high school students who work side by side with some of our seasoned staff. Our campers are supervised with a ratio of 1:10 staff to campers.

Suspected Abuse or Neglect

In accordance with the procedures set forth in The Abused and Neglected Child Reporting Act, any camp personnel having reasonable cause to believe that a child known to them in their professional capacity, may be an abused or neglected child, shall immediately report the matter to their supervisor. The proper authorities will be notified.

Severe Weather

Severe weather consists of extreme high winds, increased rainfall, lightning, and/or tornado warnings. If severe weather approaches, the camp will be moved indoors to the Willard Wood Park Center.

Inclusion of All Children

The Crete Park District is committed to providing an excellent recreational experience for all children, regardless of their background or ability level. If your child has any special medical, physical, psychological, or emotional needs, or if they receive special services from the school district, please provide detailed information in the registration notes. This information helps the Park District accommodate your child's needs effectively.

The Park District partners with the Lincolnway Special Recreation Association to ensure that children with disabilities receive reasonable accommodation. If your child requires inclusion services, please refer to the Inclusion Manual and complete the appropriate forms to request a review of your child's needs. We ask that you submit requests at least two weeks in advance to allow for sufficient time for processing.

Once the review is completed, Lincolnway Special Recreation Association will contact the parent or guardian to discuss the recommended course of action and the best way to meet your child's needs.

Lincolnway Special Recreation Association

815.320.3500

www.lwsra.org