

## WELCOME

Dear Parents and Campers:

Welcome to the Deerfield Park District's Explorers Camp for fourth and fifth graders. Our staff is looking forward to providing an active and rewarding camp experience that is fun for our camp participants.

**For the summer of 2010, the Explorers site will be located at Kipling Elementary School.** This site will accommodate up to 60 campers.

This *Parents' Manual* was developed to assist you in preparing your child for day camp. Please read the manual thoroughly and keep it in a convenient place so you may refer to it. A **Camp Information Night** will also be held from **6:30 to 8:00 pm** on **Tuesday, May 11, 2010**, at the **Jewett Park Community Center**. Parents and campers will have the opportunity to speak with camp directors and park district staff about Explorers. Please plan to attend.

If you have any questions about the information contained in this manual, please feel free to contact me at the park district office, 847-945-0650, ext. 2623, or e-mail at [mark@dfpd.org](mailto:mark@dfpd.org).

Sincerely,

Mark Woolums  
Jewett Park Program Manager

## **I. IMPORTANT DATES AND TIMES**

### **SESSION I at Kipling Elementary School**

**Dates:** Monday, June 21 – Friday, July 9, 2010

**Parents' Day:** Wednesday, July 7 from 2:15-3:00 p.m.

**Time:** 9:00 a.m. – 3:00 p.m.

#### **Field Trip Dates:**

- #1 Wednesday, June 23: Wheeling Aquatic Center, Wheeling
- #2 Wednesday, June 30: Rainbow Falls, Elk Grove Village
- #3 Wednesday, July 7: Parent's Day – No Trip

### **SESSION II at Kipling Elementary School**

**Dates:** Monday, July 12 – Friday, August 6, 2010

**Parents' Day:** Wednesday, August 4 from 2:15-3:00 p.m.

**Times:** 9:00 a.m. – 3:00 p.m.

#### **Field Trip Dates:**

- #1 Wednesday, July 14: Glenview Aquatic Center, Glenview
- #2 Wednesday, July 21: Paradise Bay, Lombard
- #3 Thursday, July 29: Stage and Screen Show, Caruso
- #4 Wednesday, August 4: Parent's Day – No Trip

## **II. CAMP STAFF**

All camp activities are under the administration of the Park District's full time recreation supervisor. On site supervision is the responsibility of our camp director and the site directors. We are welcoming many experienced counselors back from last year, adding a few new talented and energetic people, and once again this summer, counselors-in-training may be assigned to each camp.

## **III. BUDDY REQUESTS**

If you would like to request that your child be placed in a group with **one** of his/her friends, you may do so by filling out a Buddy Request Form that is included with this manual. **It must be returned to the**

**Jewett Park Community Center by Friday, May 14, 2010.** In order to be sure that your Buddy Request is honored it must request only **one** friend and the friend **must** complete an identical Buddy Request Form with *your* child's name on it. Buddy Request forms that list **more than one friend, will not be honored.**

#### **IV. CAMP DIRECTORY**

A card is enclosed with this manual that allows parents to make the choice of being listed on our camp directory. In order to be included on these lists, the card must be returned to the Jewett Park Community Center by **Friday, April 30, 2010.**

The car pool and play group lists will be made available to all camp parents who are interested in them. **The car pool list will be available at Camp Information Night, Tuesday, May 11, from 6:30 – 8:00 p.m.,** and at the Jewett Park Community Center registration office during regular business hours. The list will include the child's name, address, and phone number.

#### **V. ATTENDANCE**

We hope to see your child each and every day of the camp session. However, if he/she will be absent, we ask that you use the following procedures:

1. If your child **will not** be attending camp or will be late, you should call the park district office at 847-945-0650, before 9:00 a.m. Please leave a short message informing the staff of your child's name, camp name, and camp site.
2. If you know in advance that your child will be absent, please notify the camp site director by sending a signed note including days and dates your child **will not** be attending camp.

## **VI. LUNCHESES**

Campers must provide their own sack lunches, including a drink, labeled with their name or pre-purchase a lunch from Marla's Brown Bag.

We are excited to announce that Marla's Brown Bag Lunch will be partnering with the Deerfield Park District to provide lunches to campers in summer 2010. Marla's is a local organization that uses local vendors and caterers to deliver fresh, kid friendly ideas for lunch.

Marla's Brown Bag Lunch is passionate about serving delicious healthy lunches, that her three young boys and friends looked forward to eating. You create the menu choosing one of the featured entrées of the day or from the "always alternative" category. Please see the enclosed information sheet for complete information.

Lunches will not be refrigerated so please pack food appropriate for hot weather (i.e. refrain from using foods that spoil quickly such as lunch meats, and condiments such as mayonnaise). We **ENCOURAGE** your child to bring a labeled water bottle during warm weather.

## **VII. SWIMMING**

Campers will be bused for free swim each day. All campers are encouraged to swim. Please send a swim suit and a towel with your camper each day.

If campers are recovering from an illness or are not expected to swim, please send a written note to the counselor and they will be excused from swimming.

No swim instruction will be offered at camp. For instructional lessons, please consult the park district spring/summer brochure for more information, or call the park district office, 847-945-0650.

## **VIII. CAMP ATTIRE & PERSONAL BELONGINGS**

All campers should dress appropriately for the weather. They should wear comfortable, cool clothes suitable for active participation, such as jeans, shorts, and **gym shoes**. (Please no open-toed shoes or sandals.) Each camper will receive one camp t-shirt and a backpack on the first day of camp, if he/she did not receive it at **Camp Information Night on Tuesday, May 11, at Jewett Park Community Center. Camp t-shirts must be worn on all field trips.**

All swimming gear and other belongings should be labeled and kept in the backpack provided. We hope this will cut down on lost items, as the park district is not responsible for lost articles. If your child loses something, please send a written note the next day describing the article to your child's counselor. The counselor will search for the lost item and if it is found, it will be sent home with your child.

Campers are encouraged to bring sun screen and a labeled water bottle each day.

It is highly recommended that items of value, such as hand-held video games, Crazy Bones, stuffed animals, animal erasers, and cell phones not be brought to camp. Campers riding bikes to and from camp should be prepared to secure their bikes with a cable and/or a lock. The park district is not responsible for stolen or damaged personal belongings that are brought to camp.

## **IX. NEWSLETTER**

The newsletter will be sent home every Monday with information written by the camps and counselors, plus camp calendars and announcements about upcoming events.

## **X. FIELD TRIPS**

Each session's field trips or special events are planned for the camper's enjoyment. All trips will leave the campsite by 9:15 a.m. sharp. The buses will not wait for late arrivals. All campers **MUST** wear their camp t-shirts. For water field trips, a swim suit and towel are needed. You are encouraged to send sun screen with your child.

A calendar of trips is given on the first page of this manual, however, more detailed information will be sent home from camp prior to the trips or events.

## **XI. DROP-OFF & PICK-UP**

Please be prompt in dropping off or picking up your child. Children will not be allowed inside the building until camp begins at 9:00 a.m. Staff will be very busy preparing for camp prior to this time and cannot properly supervise children.

**Pick-up time is 3:00 p.m.; please be prompt!** We truly appreciate your cooperation with this request.

## **XII. SPECIAL PICK-UP REQUESTS**

If you must pick up your child during camp hours for a doctor appointment, etc., arrangements **MUST** be made in **ADVANCE**. A camp early release form, included with this manual, is necessary to

insure that we have your child at the proper location at the necessary time.

If someone other than you will be picking your child up from camp, or if your child is going to someone else's home after camp, please inform the camp by way of a written note.

These policies are for your child's safety and we ask that you comply with them.

### **XIII. SPECIAL NEEDS**

If you child needs medication (see medication policy), has any physical limitations, needs special attention in the pool, etc., please list it on the enclosed emergency form and, if necessary, call the camp supervisor or send a note to camp so we can alert the staff to the special situation.

Parents who have questions concerning their camper's activities, swimming, camp problems, etc., should contact their camp director or call Mark Woolums at the Park District office at 847-945-0650, ext. 2623.

### **XIV. CONDUCT CODE**

The Deerfield Park District reserves the right to suspend, expel, or deny participation in any program, event or facility to any person whose behavior materially interferes with or disrupts the quality of those offerings, the enjoyment of them by other participants, or the ability of staff to conduct or manage the activities or facility.

A child's parent or guardian shall be notified of the first incident: the second incident shall require the presence of a parent at a meeting with the instructor and a park district administrator/supervisor; a third incident may result in an expulsion or suspension of the child from the program, event or facility.

If a child engages in behavior which may result in bodily harm to others, an immediate meeting with the parent may be called. If such behavior warrants it, immediate suspension or expulsion may result.

## **XV. MEDICATION POLICY**

The Deerfield Park District discourages dispensing medication to children participating in Park District programs, leaving primary responsibility to parents and guardians to dispense prescription medication to children.

However, the Deerfield Park District recognizes it may be necessary, in certain circumstances, for children participating in Park District programs to take prescription medication during program hours. If you should be in need of this service, contact the Park District office, 847-945-0650, for further information.

## **XVI. PHOTOGRAPHS**

We may, at times, take pictures of the children while they are engaged in various camp activities. Our intention is to share the photos with the children, as well as possibly use them for display and/or publicity purposes. If you do not want your child's picture taken, please notify the camp site director in writing on the first day of camp.