

# PARENT MANUAL

Dear Parents:

Welcome to the Deerfield Park District's Sun 'N' Fun Camp, a low-key program with an emphasis on socialization. Your child will have some exposure to art activities, music and nature. We will play outdoors for much of the day. Experienced leaders will provide a most enjoyable summer for your camper.

This Parent Manual was developed to assist you in preparing your child for camp. Please read the manual thoroughly and keep it in a convenient location so you can refer to it. The information in it is important and will help you help our staff to ensure that your child has a well-rounded and safe camp experience that is also lots of fun.

There will be a **Sun 'N' Fun Open House on Friday, June 18 from 11:00 – 12:00 p.m.** This will be an opportunity for your child to see their room and meet the counselors.

**Your child's head counselor will also call before this date to introduce themselves and to see if you have any questions or concerns.**

Enclosed in this packet is a Health History form, Buddy Request form, and a camp directory permission form. **Please return them by April 30.**

If you have any questions about the information contained in this manual, please contact either Ginny or Phyllis by calling the Park District office at 847-945-0650. You can also email us at [ginnyw@dfpd.org](mailto:ginnyw@dfpd.org). We look forward to seeing you and your children June 18.

Sincerely,  
**Phyllis Segal**, Sun 'N' Fun Camp Director  
**Tricia Conroy**, Asst. Camp Director  
**Ginny Wiemerslage**, Recreation Supervisor

## **I. 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 the camp director and counselors. The ratio of counselors to campers is approximately five campers to each counselor. 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 location.

## **II. SESSION DATES AND TIMES**

**DATES:** Monday, June 21 – Thursday, August 5

**TIMES:** 9:00 a.m. – 1:00 p.m.

For your child's peace of mind, please be prompt in picking them up. They worry if you are late!

**LOCATION:** Jewett Park Community Center  
Preschool Rooms C & D, Hickory Rooms & Treehouse

## **III. CAMP SUPPLIES**

Please bring a tote bag or backpack with a complete extra set of clothes with your child's name clearly **labeled** on it. Please include the following items in your child's backpack (to be taken home daily):

- Change of clothing-underwear (no diapers), shirt, shorts, socks
- Towel
- Bathing suit (may be worn under clothing)
- Labeled sack lunch with a drink or pre-purchase a lunch from Marla's Brown Bag Lunch.

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.

(Please be aware that lunches will not be refrigerated). We appreciate children not bringing yogurts or soda pop. (Please list food allergies).

#### **IV. CLOTHES**

Please send your child in clothes that can get dirty. Sometimes we get pretty messy! **Please label all clothes and dress appropriately for the weather.** We ask that you **do not** let your child wear clogs or sandals; they are not safe for play.

Please apply sunscreen to your child before they come to camp, especially if they are sensitive to the sun. We often go outside to play.

#### **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 procedure:

1. If your child will not be attending camp or will be late, you should call the Preschool office at 847-572-2634, before 8:45 a.m. If the absence is due to a communicable disease (chicken pox, strep throat, etc.) please let us know **immediately!** When calling

in an absence, please give us your child's name, camp name, and group.)

2. If you know in advance that your child will be absent, please notify the camp site director by sending a signed note including the days and dates your child will not be attending camp.

3. Please inform us if someone other than you will be picking up your child from camp, or if there will be other changes in regular car pool arrangements. For your camper's safety, counselors may need to check photo IDs for identification purposes.

## **VI. WE'D LIKE TO KNOW . . .**

- if your child has any allergies - **IMPORTANT**
- if your child has any special fears/dislikes
- if any unusual events are going on at home that might affect your child (i.e. new baby)
- if your child has any special problems or needs

We are always available to talk to you about your child, but please **not before camp**. That is our time to insure a smooth start for all the children. If you need to talk to us, see us after camp or leave a message for the camp director, Phyllis Segal or asst. director Tricia Conroy at 847-572-2634.

## **VII. DROP-OFF, PICK-UP, AND SPECIAL NOTES**

Please be prompt in dropping off or picking up your child. Children will **not** be allowed inside the rooms until 9:00 a.m. Staff will be busy setting up camp prior to that time and cannot supervise children properly.

For the first week, we ask you to walk your child to his/her room for drop-off. After the first week, drop-off by your cars in the

turn-around near the preschool wing will begin. More information and directions will be sent home with your camper.

Pick-up is at **1:00 p.m.** Please be prompt. You must come in to pick up your child and sign for him/her each day. **The staff is not authorized to supervise the campers after this time.** We truly appreciate your cooperating with this request.

Please review your specific camp site drop-off and pick-up procedures.

## **VIII. 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 Ginny Wiemerslage at 847-945-0650 for further information.**

## **IX. PHOTOGRAPHY**

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 to use them for display and/or publicity purposes. If you do not want your child's picture to be taken, please notify the camp director in writing on the first day of camp.

A professional camp group photo will be taken within the first couple of weeks. Each camper will receive this photo; the cost is included in the camp fee.

**X. ANSWERS TO COMMONLY ASKED QUESTIONS:**

We do not have an official “parent day”. Each camp group will have a special day to invite guests and then join us for music. You will be notified of your camper’s special day.

We do not go to the pool. We do fill the wading pools or put out sprinklers every day.

When we go out to the park, we go in groups.

The ratio of counselors to campers is approximately 5 children to one counselor.

**XI. ART ACTIVITIES**

We will be doing a lot of hands-on type of activities; blowing colored bubbles on paper, finger-painting, and free art with paint and easels. We believe it is important to mention this so that you do expect detailed craft projects.

**XII. 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 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.

### **XIII. 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. These forms are included with this manual. **Please return this form to the Jewett Park Community Center by Friday, April 30, 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 request more than one friend will not be honored.**

### **XIV. SPECIAL NEEDS**

If your child needs medication (see medication policy), has physical limitations, or has a food allergy, please list it on the enclosed emergency Health History Form, and if necessary, call the camp supervisor or send a note to camp so we can alert the staff to this special situation.

### **XV. CAMP DIRECTORY**

A card is enclosed with this manual that allows parents to make the choice of being listed in our camp directory.

The camp directory will be available to view at the Jewett Park Community Center registration office during regular business hours. It will also be distributed the first week of camp. It will

allow campers to stay in touch with one another during camp and after camp ends. It will list the child's name, address, and phone number. In order to be included on this list, you must check the appropriate box on the enclosed card. Please return this card by **May 14, 2010** if you are interested in this option.

## **ILLINOIS CHILD PASSENGER PROTECTION LAW**

Public Act #83-8, The Child Passenger Protection Act, has been in effect in Illinois since July 1, 1983. The law, as amended July 3, 2003, effective January 1, 2004, (Public Act #88-17), requires anyone, who transports children in Illinois in noncommercial vehicles, to do so according to the following rules:

- Children under the age of eight years must be secured in an approved child restraint system, more commonly called a child safety seat.
- Parents or legal guardians of children under the age of eight years are responsible for providing a child safety seat to anyone who transports his or her child.

Those found in violation of the law the first time will be fined \$25 which is waived upon submission of proof of possession of an approved safety seat. Subsequent violations are punishable by a \$50 fine.

Children with physical handicaps which prevent the use of standard safety seats are exempt from the provisions of the law if the handicap is duly certified by a physician.

All fifty states have some form of child passenger protection law. If you need more information on the provisions of the Illinois law or on the types of safety seats available to the general public, please contact the Illinois Department of Transportation, Division of Traffic Safety, 3215 Executive Park Drive, P. O. Box 19245, Springfield, IL 62794-9245 or call (217)782-5865.