

## Allergies

If your child is allergic to any type of food or medication, or has an existing medical condition, please let the director know before the first day of camp and include the information on your child's medical card.

## First Aid

For minor cuts, bumps, bruises and scrapes, staff administers first aid and completes an accident report. The Park District first aid is very basic. Soap, water, band-aids and ice packs are the only forms of treatment allowed.

## Exclusion

In the event a parent cannot pick up his or her child, staff will call the names listed on the emergency form of persons who have agreed to assume responsibility for you.

## Guidelines in Determining Whether You Should Keep Your Child Home

1. Children should be free of fever for 24 hours before returning to camp. Because their resistance is lower, they are more susceptible to germs and can also expose other children to their germs.
2. If prescribed, children should be on antibiotics for 24 hours before returning to school.
3. If matter coming from the nose is not clear in color, it is usually symptomatic of an infectious process beginning. Please keep your child at home.
4. Children should be free of vomiting and diarrhea for at least 24 hours before returning to camp.
5. A rash may be the first sign of one of childhood's many illnesses, such as scarlet fever or chicken pox. A rash or "spots" may cover the entire body or may appear in only one area. Do not send a child with a rash to camp until doctor says its okay to return.

6. The camp staff will treat minor scrapes with soap, water and a band-aid. Bumps are treated with ice.
7. When your child is exposed to a communicable disease, such as chicken pox, a notice will be posted on the bulletin board and sent home in your child's bag.
8. We prefer that all medication be administered at home before camp. However, if this is not possible and your child requires medication or any kind of treatment during school hours, the proper medication dispensing forms must be signed prior to administering medication.
9. If your child is showing symptoms of a communicable disease (such as conjunctivitis, ie: pink eye), please notify the camp staff or the Program Manager immediately.
10. The camp staff has the right to refuse admittance of a child who appears too ill to attend on a given day.

### PROGRAM PHONE NUMBERS

Please feel comfortable contacting the Tot Camp Program Manager or the Park District of Franklin Park Recreation Staff for any reason at any time during the summer:

**Greg Stanczyk, Program Manager**  
(847) 451-8136

**Park District of Franklin Park  
Community Center**  
(847) 455-2852

**Camp Attendance Line**  
**(Before 9:15am)**  
(847) 455-2852

## Park District of Franklin Park

# Tot Camp



# Parent Manual 2017

## **Purpose**

Our goal is to offer a fun, safe camp focused on child-led play activities that encourage children to use their imaginations and make their own choices.

## **Tot Camp Staff**

The 2017 Tot Camp Staff is looking forward to a fun-filled summer with your child. Our staff this year includes:

### **Program Manager**

Greg Stanczyk

### **Camp Directors**

Jeanette Carrera  
Claudia Radek

## **Campers' Clothing and Personal Belongings Dress**

Campers should wear comfortable, durable play clothing appropriate for camp and weather conditions. We recommend a camp t-shirt and shorts.

Clothing worn to camp may become dirty as the campers play, complete their art projects and explore the outdoors.

**Children must wear gym shoes to participate in various activities. Please do not send your child in sandals; open-toed shoes become a safety issue with outdoor activities.**

**Every day camp meets, please have your child wear a bathing suit and bring a towel and a beach bag individually labeled with his or her name. They will enjoy special water activities weather permitting. At the end of the day, parents can bring a change of clothes at Pick-Up. Water shoes or aqua socks are required. Crocs are not considered as water shoes.**

## **Sunscreen**

Camp days can be hot and sunny. Participants are asked to wear sunscreen with a minimum SPF 15 on a daily basis. Please apply to your child 30 minutes before camp begins.

*\*Staff is not allowed to apply sunscreen on campers. Spray sunscreen is recommended.*

## **Personal Items**

All personal items (backpacks, tote bags, etc.) must be clearly labeled with your child's name. Please do not allow your child to bring items that may be broken or lost.

## **Snack Time**

Please be sure that your child eats a full, nutritious breakfast. We will provide a snack at approximately 10am every day.

## **A Sample Day at Tot Camp Sessions**

Tot Camp consists of three sessions that run four weeks, Tuesdays and Thursdays. Camp time is 9:15-11:15am. Please sign your child in at their arrival and out at their departure. A calendar of each session is given to your child on the first day of camp so you are aware of the themes and activities.

### **Sample Day:**

**9:15-9:30am** - Arrive

**9:30-9:45am** - Music Time

**9:45-10:00am** - Arts and Crafts

**10-10:30am**

Snack Time and Bathroom Break

**10:30-11am**

Outdoor Play

**11-11:15am**

Story Time and Pick-up

This is just a template for the day. Counselors will customize the schedule according to each groups' preferences.

## **Absences**

We look forward to seeing your child each camp day. In the event that your child will not attend camp, please let us know so that we do not expect him/her. Please let your counselor know before camp if possible or call the Community Center at 847-455-2852 before 8:30 am.

## **Signing In and Out**

Parents will sign in during regular camp hours (9:15-11:15pm). Please sign your name by the appropriate camper and counselor upon arrival.

**\*There is a \$1 late charge fee for every minute after the session ends that your child is not picked up by their responsible guardian. Parents or guardians will be notified by the Camp Director or Program Manager.**

## **Program Evaluation**

Please complete the camp survey and return it to your child's counselor before the session ends. Your feedback is very important to us.

## **Behavior Guidelines**

### **Guidance And Discipline Policy**

Park District staff works hard to prevent behavioral problems by arranging the camp program so children work in small groups and have a large choice of activities. The counselors are trained to direct behavior along appropriate channels. Predictable limits are established to help the children understand the consequences of inappropriate behavior. Children are encouraged to use their words, not actions, to solve problems. Once they are able to verbalize their feelings, they can learn to work positively through strong emotions. Counselors act as role models and employ ample praise for appropriate behavior. Every staff member signs a statement of understanding in regard to the Tot Camp guidance and discipline policy, as do parents, so that a clear understanding exists between both parties.

The discipline policy is followed according to these steps:

**First:** Verbal reminder of the rules.

**Second:** Redirection to another activity.

**Last:** Phone call home, then incident report unless both are required.

## **Medication**

Any camper requiring medication during camp hours must fill out a Medication Dispensing Waiver. Please provide us with the prescribed medication and it will be stored at the camp site. Inhalers and epi-pens will be held by the Camp Directors. Please write any instructions for staff to follow. A log is kept detailing the time, date, dosage and frequency of any camper who may require the dispensing of medication. An individual log is kept at the program site.

## **Minor Incidents**

When a minor incident occurs during camp, the counselor will give children the opportunity to explain themselves. The counselor will make a decision that constitutes a learning experience, incorporates good manners, fairness and redirection to more appropriate behavior for the children involved. Verbal cues and constant positive reinforcement will be used at all times.

## **Forms**

The following is a list of forms that must be signed and will be handed out at the appropriate time. They are also available for download at [www.fpparks.org](http://www.fpparks.org).

-Parent/Guardian Consent Forms  
-Medical Forms and Behavior  
-Guidelines  
-Camper information and Health History Record