

Park District of Franklin Park



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Sunshine
Camp

Parent Manual 2020

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.

Sunshine Camp Staff

The 2020 Sunshine Camp Staff is looking forward to a fun-filled summer with your children. Our staff this year includes:

Program Manager

Sabrina Rivera

Camp Directors

Hannah Gallup

Campers' Clothing and Personal Belongings

Dress

Campers should wear comfortable, durable play clothing appropriate for camp and weather conditions.

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.

Sunscreen (Spray-On & Labeled)

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.

Personal Items

All personal items (backpacks, tote bags, etc.) must be clearly labeled with your child's name. Please refrain from bringing any other personal items.

Face Masks

Please send your camper wearing a face mask if they are 3 years or older. It is recommended to keep an extra mask in a labeled ziplock bag in their backpacks.

Snack Time

Please provide a snack for your camper each day. Reusable water bottles are encouraged to bring.

A Sample Day at Sunshine Camp Sessions

Sunshine Camp consists of three sessions that run four weeks. Camo options are Monday-Friday or Monday, Wednesday and Friday. Camp time is 9-12 p.m. 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:

9-9:15 a.m. - Arrive

9-10 a.m. -

Enjoy Child Led Play activities

10-10:15 a.m. -

Snack and bathroom break

10:15-10:50 a.m. -

Campers Choice

11:00-11:45 a.m. -

Water fun in the sprinklers and water games.

11:50-12:00 p.m. -

Get ready to go home

This is just a template for the day.

Counselors will customize the schedule according to each groups' preferences.

Poor Weather

Sunshine Camp will meet rain or shine.

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 email Hannah at earlychildcamp@gmail.com.

Signing In and Out

Sign in will begin at 9 am and pick up will be from 11:50-12:00 p.m. There will be marked spots outside of the Community Center entrance that will maintain social distancing at drop-off. Please show staff member your ID and pick-up card so they can sign you in and out.

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 Sunshine 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. An individual log is kept 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.

Parent/Guardian Consent Forms

Medical Forms and Behavior

Guidelines

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 72 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 72 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.

ILLNESS

If your child becomes ill or exhibits signs of COVID-19 (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or higher, chills, muscle pain, headache, sore throat, new loss of taste or smell or other CDC-identified symptoms) they are required to stay home. A camper will not be allowed to return to camp without proper documentation from a physician stating they are no longer contagious and able to attend. If a camper becomes sick or exhibits signs of COVID-19 during the day, parents will be required to pick up their child immediately. We will identify an isolated area for that child to stay until they are able to be picked up. If a camper becomes ill with anything other than COVID-19, they must remain home for 72 hours before returning to camp. Counselors will follow the same protocol.

PROGRAM PHONE NUMBERS

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

Sabrina Rivera, Program Manager
(847) 451-8136

Hannah Gallup, Camp Manager
(872) 232-9873

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

Camp Attendance Email
earlychildcamp@gmail.com