

# **Park District of Franklin Park Parent Manual 2023**



**Discovery**  
Day Camp

847-455-2852 | [www.fpparks.org](http://www.fpparks.org)

**Purpose:** Discovery Day Camp offers a fun, safe and organized camp with open communication between parents, campers and staff.

**Our Staff:** Discovery Day Camp prides itself on reliable, knowledgeable and mature staff. All staff are trained and certified in CPR, First Aid and AED through Jeff Ellis & Associates. Staff attend a week-long orientation, learning training topics recommended by the Park District Risk Management Association (PDRMA).

- *Menard Dionido*, Camp Manager | 708-466-6197
- *Marisa Schenke*, Assistant Camp Manager | 708-288-1644
- *Sabrina Rivera*, Program Manager | 847-451-8136 or [srivera@fpparks.org](mailto:srivera@fpparks.org)
- *Liz Visteen*, Superintendent of Recreation | 847-451-8135 or [lvisteen@fpparks.org](mailto:lvisteen@fpparks.org)

### Camp Locations

Centre at North Park, 10040 Addison Avenue: K-3 Grade

Passow School, 2838 Calwagner Street: 4-5 Grade

### Camp Phone Numbers

4/5 Year Old Group: 708-829-3004

6/7 Year Old Group: 708-466-6154

8/9 Year Old Group: 708-955-3571

10/11 Year Old Group: 708-955-3395

**Participant Clothing and Personal Belongings:** Campers should wear comfortable, durable play clothing appropriate for camp and weather conditions. We recommend a t-shirt and shorts. Labeling clothing is strongly recommended to keep lost items to a minimum. Clothing worn to camp 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; the shoes become a safety issue with our outdoor activities. Each day, please send your camper with a water bottle, lunch, towel, swim apparel, and an extra set of clothes.

**Personal Items:** Your child should not bring any toys, games, electronics, or other personal items from home. Your child should only be bringing their lunch, water bottle, swim apparel, and any medication if needed. **Electronic devices are NOT allowed at camp.**

**Sunscreen:** Participants are asked to wear sunscreen with a minimum SPF 15 on a daily basis. Staff are not allowed to apply sunscreen on any camper unless it is an aerosol sunscreen. Please provide your child with an aerosol sunscreen in their backpack, so counselors can assist with spraying. **Apply sunscreen before the start of each day.**

**Lost and Found:** If your camper loses an item please let a counselor know immediately. All lost items will be kept at each location until claimed.

**Bikes/Skateboards/Rollerblades:** Campers may use bikes, skateboards and rollerblades as means of transportation to and from camp, but these items are not allowed to be used during camp hours unless cleared by a Camp Manager.

**Participant Meals:** Please make sure your camper eats a full, nutritious breakfast. They eat lunch at approximately 11:00-11:30 a.m. everyday. Keep in mind that children do not have access to a microwave to reheat food at camp. If your camper is registered for Before & After Camp, please send them with a snack. Snack time is approximately 3:30 p.m.

## Sessions

Session I: June 5-June 16

Session II: June 19-June 30

Session III: Jul 3-July 14 (No Camp July 4)

Session IV: Jul 17-July 28

Mini Session I: July 31-August 4

Mini Session II: August 7-August 11

## Weekly Schedules\*

*\*A calendar will be provided on the first day of each session so you are aware of special days or field trips. This is just a sample for the day. Counselors customize the schedule according to each groups' preferences.*

### **An Average Day at Discovery Day Camp**

7:00 am: Before Camp begins. Campers participate in before camp activities with staff

8:45 am: Campers go to their group area and play a game, or socialize while regular campers arrive.

9:00 am: All campers participate in morning activities.

11:00 am: Counselors and campers eat lunch.

11:30 am: Grade K-2 leave for the pool; Grades 3-5 eat lunch or participate in activities.

12:00 pm: Grades K-2 swim at the pool.

1:15 pm: Grades K-2 leave the pool, Grades 3-5 arrive at the pool.

2:45 pm: Campers prepare for pick up @ 3pm. Campers attending After Camp are escorted to North Park.

3:15 pm: After-Camp begins. Campers participate in after camp activities and eat a snack.

6:00 p.m. After Camp concludes.

**Pool Procedures:** We ask participants to bring swim apparel because campers visit the pool everyday. We walk to and from the pool, but during inclement weather we remain at our camp locations. Pool staff will test campers swim ability and issue a wristband that allows them to specific areas of the pool.

Green = Entire Pool

Blue = No Deep End

Orange = No water/drop slides or diving boards

Red = Zero Depth Only

Grades K-2 visit the pool from 12:00-1:15pm

Grades 3-5 visit the pool from 1:15-2:15 pm

Be sure to send a swimsuit, a towel, and a plastic bag to store the wet swimsuit in. Your child should bring sunscreen and apply it throughout the day. We are not responsible for lost or stolen items. 5-day campers can register for swim lessons offered during day camp. Counselors walk the group to the pool each day, and they eat their lunch after lessons are done.

**Field Trips:** Campers attend a field trip once per session. Field trip permission forms must be signed by a parent in order for camper to attend. Those without signed slips are unable to attend the field trip. Camp shirts must be worn on field trip days. Those without their shirts will be given a new one, and a \$10 fee will be charged to your account. All field trips are transported by school bus. Please note that 3rd grade will be joining the 4th & 5th graders on their field trips.

*3rd graders must be dropped off and picked up at Passow School on field trip days. If your child is not attending the field trip, please do not bring them to camp that day. Field trips leave at a specific time so please be sure to drop off your child on time. Parents are not permitted to drop off or pick up children from field trips.*

**Poor Weather:** Discovery Camp meets rain or shine. On days of severe weather, the program will be held inside at each location's designated gyms or classrooms.

**Camper Emergency Form:** Camper forms will now be completed electronically via e-PACT. A link to complete forms will be sent by May 1 and it must be completed 24 hours prior to the first day of camp. If camper requires medication, a Medical Dispensing Waiver form must be completed one week prior to camp beginning. This form will be included in e-PACT.

**Mediciation:** Please provide us with the prescribed medicine. It will be stored at the designated program site. Inhalers and Epi-Pens will be kept by the camp staff. Please include any instructions for staff to follow. An individual log is kept detailing the time, date, dosage, and frequency.

**Behavior Management:** In order to maintain a safe and enjoyable environment for participation in recreation programs, participants are expected to follow our safety & Code of Conduct Guidelines, which should already be reviewed and signed on e-PACT. These guidelines apply to the safety of participants, the general public, employees, and volunteers of the Park District of Franklin Park.

*Misconduct may include:*

- Hitting, kicking, or throwing objects
- Inappropriate touching
- Bringing a weapon to a program or activity, or acting in a manner which exposes the participant or others to danger (gang signs, attire)
- Disrespectful and/or inappropriate behavior

**Consequences:** When any acts of misconduct occur, camp staff shall take reasonable steps to reduce the risks of misconduct. Prompt resolution will be sought to each individual situation. If the risks cannot be eliminated by the use of accommodations, consequences may result. Such action may include:

- Removing the participant from the activity for a short time and parent notification.
- Removing the participant from the activity for the remainder of the day or the next camp day and a mandatory meeting with a camp manager, parent and camper.
- Suspension from camp for the remainder of the program season. Whenever the above consequences are implemented, staff will advise the participant's family of the actions. Staff will consider alternatives to removing the individual from the program while still addressing the safety concerns.

**Absences:** In the event that your child is absent from camp, let us know not to expect them. Please contact the designated location phone number or contact the Day Camp Manager.

**Illness:** For the protection of all participants and staff, and for the comfort of your child please keep your child home if he/she has any of the following symptoms: wet cough, lice, fever, diarrhea, vomiting, rash, thick nasal discharge or discharging eyes or ears (i.e. Conjunctivitis), except for a sty. **Your child must be free of fever, diarrhea, or vomiting for a full 24 hours without medication before returning to a Park District program.**

**Sign In and Out:** Parents/Guardians must sign campers in and out. Parents drop off their child at the designated drop off zone. At 9:00 AM a counselor will greet your child and escort them to their group. All parents/guardians are given two pick-up cards on their camper's first day. Along with the pick-up card, you must have a valid picture ID. Please make sure that anyone picking up your camper is on the e-PACT consent form. In an emergency if someone picking up your camper that is not on the consent form, please notify a camp manager or group leader.

**Before or After Camp:** Before-Camp is from 7:00-8:45 a.m. and After-Camp is from 3:00-6:00 p.m.

**Late Pick Up:** If you are late to pick up your child, you will be charged **\$1 per minute per child**. Exceptions are made for those who are picking up from multiple camp locations. The first late pick up will be a warning. After that, you will be charged the late pick up fee.

**Drop Off and Pick Up Locations:** Please remember to have your pick up card and ID ready when picking up your child. Campers ages 10 & up may sign themselves in and out of camp with parent permission. Please review each map to see each location's designated entrance and drop off and pick up locations.



# DROF OFF AND PICK UP MAP

Grades K-3

Address: 10040 Addison Ave



# DROF OFF AND PICK UP MAP

Grades 4-5

Address: 2838 Calwagner St

