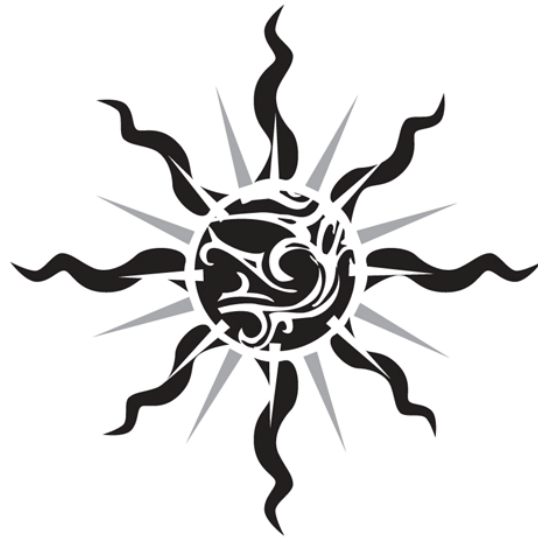


Geneva Park District



Parent Manual

*Summer Camp
2010*

Geneva Park District Summer Day Camp

Welcome to the Geneva Park District's Summer Day Camp program! Your child is about to embark on a fun-filled adventure. Day camp offers children the opportunity to build character and self-esteem through challenging and rewarding experiences in both small and large group settings. Through the guidance of our caring and well trained staff members, camp will provide memories that will last your child a lifetime. We are excited to be able to serve the needs of you and your family and are confident that this program will be a fun, recreational experience for your children.

The parent handbook has been designed to provide you with an overview of our policies and procedures. You will also be able to access the weekly schedules via www.genevaparks.org for each session with more details regarding daily camp plans, as well as the fieldtrip schedule. Please read all information carefully and thoroughly.

Please fill out all of the forms and turn in to the Camp Director on the first day of camp. It is important to make sure anyone picking up from camp is on the pick up list. The participant will not be released to anyone that is not on the form.

Feel free to contact the office, Monday-Friday 8:30am-5:00pm at 630-232-4542.

Sincerely,

Stacey Fedyski
Recreation Supervisor
(630) 262-2210

Please Note:

**** Only people on your child's emergency form will be able to sign your child out of the program and they must be 18 years of age or older.***

****The parent/guardian whose signature is on the emergency form will be the only person allowed to make changes regarding attendance, add or remove authorized person from the emergency form or receive any information regarding billing and payments.***

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Camps for Summer 2010

Sessions: I – 6/7-6/18
II- 6/21-7/2
III – 7/5-7/16
IV – 7/19-7/30
V – 8/2 – 8/13
*VI- 8/16-8/20- **Voyager, Mighty Vikings and Adventure only**

Safari Camp – Ages 3-5 – 2 Sessions 9:15-11:45am or 12:15-2:45pm

Fee:\$90 (N/R \$100)

Sessions: I - IV

Location: Friendship Station – 1415 Viking Dr. Suite 100

Ratio: 1:5

Trips: None

***Must be potty trained**

Extended hours offered for following camps: 7-8:30am and 3:30-6pm

Voyager Camp – Grades K-1 – camp day 8:30-3:30pm

(Drop off between 8:00-8:30am/Pick up between 3:00-3:30pm)

Fee:\$180 (N/R \$198) – 2 week Session (Session VI - \$105 (N/R \$115))

Location: Harrison St. School – 201 N. Harrison*

Nelson Gym/Kids' Zone entrance on Dodson St.

Ratio:1:7

Trips: Only local – mostly parks – Wheeler, Moore - Sprayground, Peck

Extended Hours: At Harrison - \$60 (N/R \$70) Session VI- \$35 (N/R \$45)

**Session VI will be located at Geneva Community Center*

Mighty Vikings – Grades 2-3 – camp day 8:30-3:30pm

(Drop off between 8:00-8:30am/Pick up between 3:00-3:30pm)

Fee:\$180 (N/R \$198) – 2 week Session (Session VI - \$105 (N/R \$115))

Location: Mill Creek School – 0N900 Brundige Rd.*

Old gym/Kids' Zone Entrance (3rd Parking lot, Down stairs or ramp to the doors)

Ratio: 1:8

Trips: One per week, and parks & pool

Extended Hours: At Mill Creek - \$60 (N/R \$70) Session VI- \$35 (N/R \$45)

**Session VI will be located at Geneva Community Center*

Adventure – Grade 4-5 – camp day 8:30-3:30pm

(Drop off between 8:00-8:30am/Pick up between 3:00-3:30pm)

Fee:\$180 (N/R \$198) – 2 week Session (Session VI - \$105 (N/R \$115))

Location: Western Ave School Gym – Gym/Kids' Zone Entrance*

Ratio: 1:10

Trips: One per week, and parks & pool

Extended Hours: Western School Gym - \$60 (N/R \$70) Session VI- \$35(N/R \$45)

**Session VI will be located at Geneva Community Center*

Extended hours offered: 5:00-6:00pm

Teen X-treme Camp – Grades 6-8 – Camp day 7:30-5:00pm

Fee: \$265 (N/R \$285)

Location: SPRC – gym – 3507 Kaneville Rd.

Ratio: 1:12

Trips – Two field trips a week, Pool 2x, parks and beach/aquatic parks

Extended Hours: At SPRC - \$15 (N/R \$20)

Specialty Camps – *One week long camps with specialized themes*

Transportation Camp – Ages 5-8 – Camp day 9:00-3:00pm

Dates: 6/14-6/18

Fee: \$115 (N/R \$125) per week

Location: GCC

Ratio: 1:8

Trips – Transportation related-several throughout the week

X-Treme Sports Camp – Ages 10-14 – Camp day 9:00-5:00pm

Dates: 7/12-7/16

Fee: \$195 (N/R \$215) per week

Location: GCC

Ratio: 1:10

Trips: Several Trips – Paintball, Rock wall climbing

Pretty Princess Camp – Ages 5-9 – Camp day 9:00-3:00pm

Dates: 6/21-6/25

Fee: \$125 (N/R \$137) per week

Location: GCC

Ratio: 1:8

Trips: Several Trips – see schedule

Wacky Water Camp – Ages 8-11 – Camp day 9:00-4:00pm

Dates: 8/9-8/13

Fee: \$150 (N/R \$165) per week

Location: GCC

Ratio: 1:10

Trips: Several Trips – see schedule

Wacky Water Camp – Ages 11-14 – Camp day 9:00-5:00pm

Dates: 8/9-8/13

Fee: \$175 (N/R \$190) per week

Location: GCC

Ratio: 1:10

Trips: Several Trips – see schedule

Zoo-pers Camp – Ages 7-11 – Camp day 9:00-4:00pm

Dates: 8/2-8/6

Fee: \$130 (N/R \$143) per week

Location: GCC

Ratio: 1:10

Trips: Several Trips – see schedule

Science Discovery Camp – Ages 7-10 – Camp day 9:00-4:00pm

Dates: 6/28-7/2

Fee: \$130 (N/R \$143) per week

Location: GCC

Ratio: 1:10

Trips: Several Trips – see schedule

Nothing But Sports Camp – Ages 8-10 – Camp day 9:00-3:30pm

Dates: 7/19-7/23

Fee: \$125 (N/R \$137) per week

Location: GCC

Ratio: 1:10

Trips: Several Trips – see schedule

Nothing But Sports Camp – Ages 11-14 – Camp day 9:00-4:30pm

Dates: 7/26-7/30

Fee: \$150 (N/R \$165) per week

Location: GCC

Ratio: 1:10

Trips: Several Trips – see schedule

Camp Activity Plans

An activity calendar will be available at your child's camp or online each session. These calendars contain important dates and information, so please read them. The activity plans will show what themes and activities are being planned each week and what the campers will need to bring to camp.

Special Needs

The Geneva Park District believes in the right to an excellent recreational experience for all individuals from all backgrounds and ability levels.

If your child has any special medical, physical, psychological and/or emotional needs or receives special services from the school district, please list in detail on the registration material. Lack of information may adversely affect the park district's ability to accommodate the needs of your child. All participants must be toilet trained and are responsible for their own toileting needs. Please allow at least 2 weeks for all requests.

What to Bring to Camp

Snack/Lunches – Lunches and snacks are not provided at any of our day camps. For Safari Camp, they will need to bring a snack and drink each day. All other camps will need to bring a lunch (with their name clearly marked), a morning snack and a water bottle. On field trips days, please be sure to send a sack lunch.

Attire – Campers should wear socks and gym shoes everyday. **For safety reasons, open toed shoes and bare feet are not allowed.** Campers play a variety of games and activities, please be sure to send in play clothes (there is always a chance clothes can get ruined). Please send a swimsuit, towel and sunscreen with your child on swim or water days. On Field Trips days, campers should be sure to wear their camp shirts. Be sure to label all of your child's belongings, each summer we end up with a huge lost and found inventory left by campers.

Sunscreen – All campers are required to supply their own bottle of sunscreen, due to allergic reactions. Please make sure to mark their name on the bottle. Campers should apply sunscreen prior to arrival at camp. Reapplication reminders will occur several points through out the day to ensure protection.

Drop Off Policy

Although the staff may arrive at the site prior to the program start time, they are not permitted to accept participants before 7:00am for extended hours and 8:00am for regular camp day for Traditional Camps. Children may be dropped off at extended hours until the program ends in the morning. For Specialty, Safari and Teen X-treme, please see start time of the camp. **Children must be accompanied by a parent or authorized adult and they must sign their child(ren) in on the Sign In/Out form each day.**

Pick up Policy

Participants must be signed out from Day Camp by a parent or an authorized adult. No child will be released to an individual whose name does not appear on their Emergency and Release form and under no circumstances is a child allowed to leave the program unescorted. Staff may ask to see picture identification of anyone picking up the child, including parents. If someone is going to pick up the child that is not on the list and it is a one time occurrence, you must send in writing a letter authorizing the adult to pick up in advance. If a parent needs to add someone to the "Emergency and Release" form, a "Change of Information" form must be filled out. The only person who may make changes is the parent/guardian who filled out the original forms.

Please allow sufficient time when picking up your child. Your child is expected to clean up whatever activity they were engaged in prior to leaving. This is the child's responsibility and we appreciate your support.

In the event that you will not be able to pick up your child by the program end time, please notify the park district immediately.

* Only Teen X-treme camp and some older Specialty camps will the participants be able to sign themselves out, and only if the form has been previously filled out by the parent.

Late Pick up Fee

The pick up time of 3:30pm for regular camp day and 6:00pm for extended hours will be **strictly enforced**. If the parent is unable to pick up their child by the program end time, it is the parent's responsibility to make other arrangements. Any pick up after program end time (3:30 or 6:00pm) will result in a late fee of \$5.00 for the first ten minutes and then \$1.00 per minute after the first ten minutes will be charged if you are late picking up. After 30 minutes and all emergency listings have been called, staff will notify the local Police Department. The child will be transported by the Police to the Police Station. A late form will be filled out and turned into the office where you will be expected to pay your late payment, before your next camp session begins. If unpaid, your child will not be able to participate in the next session. If late pick up becomes a habit, you run the risk of your child being dismissed from the program.

Tax Information

The Geneva Park District tax identification number is 36-600-8378. The Geneva Park District does not supply year end tax information. Please keep your receipts for your records.

Code of Conduct

The following policies have been established for the benefit of the program. These rules apply to all participants and their parents/guardians.

- No bullying, verbal or physical abuse, threatening, obscene, disrespectful or physical violence will be tolerated.
- All threats and threatening behavior will be taken seriously and reported to the authorities.
- Participants must show respect to all staff, participants, all property, equipment and facilities.
- There may be no physical contact with any other participants or verbal or physical harm.
- Participants may not place themselves or others in dangerous situations through actions or behavior.
- No weapons or items that may be used as weapons may be brought to the program.
- Participants may not leave the program area without permission.
- Participants are responsible for their actions and belongings (Bags, jackets, school supplies, items brought from home with permission, etc.) Please note: cell phones and other electronic devices will not be allowed at the program.
- No refunds will be issued for suspensions.

Discipline Policy

It is our philosophy for discipline to teach participants to take responsibility for their own actions. We try to accomplish this through using specific directions, redirecting a child, positive reinforcements, motivation and through following by example. Since each participant has different ways of learning, several different methods may be used.

1st Offense – Verbal Warning (depending on the severity, several warnings may be given)

2nd Offense – A behavior report will be filled out and filed with the Recreation Supervisor and the parents/guardian. The parents will be required to sign the report, which will remain in the participants file. The staff will work with the participant and parents to correct the behavior. (This may be issued immediately, without warnings for serious infractions.)

3rd Offense – Suspension- the participant will be suspended from the program for one to three days. The suspension will be in effect the first day following the offense. The first time will be for one day and the second time for three days. The parent will be notified by the Camp Director or the Recreation Supervisor. Upon return from a three day suspension, if behavior continues, the Recreation Supervisor may permanently suspend a participant from the Summer Day Camp program.

Depending on the situation and the degree of the offense, the participant may be permanently dismissed from the program following the issuance of a behavior report. There will be **no refunds** for days missed due to disciplinary infractions.

At Summer Camp, we hold a “**Zero Tolerance to Violence**” policy. A participant that is physically or verbally abusive to another participant, volunteer or Park District staff will be immediately suspended without any prior warning. No bullying, verbal abuse, threatening or physical violence towards Park District staff, FVSRA staff or any participant will be tolerated. All threats and threatening behavior will be taken very seriously and will result in an immediate suspension and possible dismissal from the program.

Illness and Injury

Healthy Kids Policy :

- If a child becomes ill during the program, a parent will be notified and asked to pick up the child as quickly as possible. The child must be fever free for 24 hours before returning to the program. If a child vomits, they must go home immediately, if a parent is unable to pick them up, the emergency contacts will be called.
- We ask that you be considerate of other children and staff and keep your child home if they show signs of illness.
- In case of a contagious disease, please notify Camp Staff immediately. All parents at that site will be notified as soon as possible.
- A child must receive appropriate treatment, depending on the condition, before returning to the program and may require a medical release from a physician.
- Paramedics (911) will be called to handle serious injuries. If your child needs emergency medical care, we will accompany them and a parent/guardian must meet us at the medical facility immediately.

Notification of Medical Attention:

- Any minor injury/illness, we will only administer basic first aid such as band-aid or ice pack and you will be notified when you arrive.
- In the case an injury/illness requires more attention; we will administer first aid and contact the parent or the emergency contacts in the event you are unreachable. An accident report will be completed, as well.
- If necessary, we will contact emergency services and participant will be transported to the nearest hospital.

Dispensing Medication

Strict policies have been put in place regarding the dispensing of medication to participants. These policies must be followed if a participant is required to receive medication while in the program. This includes restrictions for any over the counter medications (including cough drops and pain relievers) and any prescription medication. **Parents/Guardians are required to complete a “Request to Administer Medication Form” for any and all medication to be administered to participants by the camp staff or the participants themselves.**

- All medication in the original container whose prescription label must include patient's name, physician's name, pharmacy name, name of medication and complete dosage information. Each day the proper dosage should be sent in the original container. If original container is not available, parent should try to obtain a new one from physician or pharmacy.
- Parent/Guardian must sign and complete a Request to Administer Medication form.
- Medication will be stored in locked area at temperature consistent with package instructions. If program is outside, medicine will be in the first aid kit.
- Students are not allowed to keep medication with them; even inhalers must be kept locked up with other medicine. If a child is administering the inhaler them selves, they will simply ask the staff when needed.

Emergency and Release Form

Only authorized individuals (over 18 years of age) listed on each participants "Emergency and Release Form" will be permitted to sign a child out. Any adult (parents included) must be prepared to show a picture id when picking up a child.

Change of Information:

If a parent has a change of any pertinent information, such as phone numbers, address, marital status or adding someone to the authorized pick up list, a "Change of Information Form" must be completed. Only the parent/guardian who completed the original forms can authorize these changes. These forms are available at the site. Parents/ guardians are responsible for informing instructors of any changes to primary custody, restraining orders or any other situations or changes that may affect the participant.

General Safety Rules and Policies

- Children should wear gym shoes every day to allow full participation in the activities.
- Only Geneva Park District staff, current participants, parents/guardians, invited special guests and adults on the emergency release form will be allowed on the premises during program hours.
- **No electronics, iPods, cell phones or handheld games will be allowed.**
- No clothing that depicts violence or inappropriate themes.
- Personal belongings and toys from home are strongly discouraged. Staff is not responsible for lost or stolen items and reserves the right to restrict or confiscate inappropriate toys.
- Any toy brought from home must have prior approval from the Camp Director.

Weather

All camps will be held rain or shine! Please call the Sunset Community Center in case of severe weather conditions. For indoor locations, each camp will go inside at their camp locations. Campers will be exposed to sun and bugs. Please apply sunscreen and bug spray before camp.

Communication with Camp and Administrative Staff

For communication purposes, each camp has a radio. The administrative office is able to communicate with them via radio. If you need to contact the staff to inform them of an early/late pick up or family emergency, please call the administrative office and they will contact that camp on the radio. Participants may not use personal cell phones at the camp.

Any other questions, do not hesitate to call Monday – Friday from 8:30am-5:00pm.

Recreation Supervisor

Stacey Fedyski

(630)262-2210

sfedyski@genevaparks.com

Registration & Billing

Dawn Flesvig

(630)262-2220

dflesvig@genevaparks.com

Administration Office (GCC)
After Hours/Non-Office Hours

(630)232-4542
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SPRC

(630)232-4501

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