

# FUNTIME

## Day Camp

### Parent Manual 2017



Bourbonnais Township  
PARK DISTRICT



Summer 2017

Hello Parents and Campers,

We would like to welcome you to the Bourbonnais Township Park District FUNTIME Day Camp. Participants will enjoy outside events in the park, venture on a variety of field trips, and partake in arts and crafts, games, sports, swimming and much more. During the course of your child's stay at camp, different daily activities will be planned, but may change due to the weather or the campers' desires.

The Bourbonnais Township Park District is looking forward to a fun, but safe summer, so we would appreciate you reviewing with your child, the following procedures and rules for FUNTIME Day Camp. Also, please join us for our Meet the Counselor Night/Parent Meeting on Tuesday, May 23, 2017 at 7:00 p.m. at the Exploration Station. (All forms not turned in prior to the first day of camp will need to be completed and turned in to staff on-site the first day that your child attends camp.)

FTDC offers children the opportunity to experience and participate in a wide variety of activities in a safe, supervised, and well-organized setting.

All activities at camp are planned to help children achieve the following goals:

1. To develop skills and knowledge in leisure activities including sports, arts & crafts, games and nature.
2. The development of social skills and respect for others.
3. To assist in the development of a positive self image.
4. To have fun!!

If you have any questions or concerns about camp, please contact us at (815) 933-9905 ext. 2.

Thanks you for choosing to spend your summer with us at the Bourbonnais Township Park District FUNTIME Day Camp.

Sincerely,

BTPD Staff

### **Contact Information**

The Bourbonnais Township Park District can be reached by calling (815) 933-9905 ext. 2. The cell phone numbers for FUNTIME Day camp is (815) 953-2750 or (815) 953-3360.

## Program Description

FUNTIME Day Camp meets Monday – Friday, 8:30 a.m. – 4:00 p.m. at the Perry Farm Park. Campers must be signed up weekly for camp. A daily fee option is also available. All registrations must be paid in full before the registration deadline, including the daily fees. Campers must be signed in and out by a parent or guardian. **Please note that the registration deadline is the Thursday before the start of the next session.**

FUNTIME Day Camp will run 10 weeks and participants must **pre-register**. Each day will have a different special theme:

<u>Date(s):</u>	<u>Registration Deadline:</u>
June 5 - 9	June 1
June 12 - 16	June 8
June 19 - 23	June 15
June 26 – June 30	June 22
July 3 – 7 *No CAMP July 4th	June 29
July 10 - 14	July 6
July 17 - 21	July 13
July 24 – 28	July 20
July 31 - Aug 4	July 27
Aug 7 – 11	Aug 3

## Registration

FUNTIME Day Camp is open to children ages 6 – 13 years.

Walk in registrations are accepted at the Perry Farm House and Exploration Station... a children's museum in Bourbonnais, and at the Recreation Station in Bradley. Registration by phone is not accepted. To guarantee your spot in the summer camp you must register and pay the \$15.00 per camper Non-refundable registration fee per camper. After you pay your \$15 registration fee you can then select and pay for days with our online registration. Full payment is due at time of registering for whether you register for the whole week or daily. All participants must be registered by the deadline assigned, **no exceptions!**

## Staff

FUNTIME Day Camp is supervised daily by a camp director who is highly qualified and experienced in camp leadership. Camp counselors are a mixture of mature and enthusiastic college and high school students. All staff has participated in pre-camp training, orientation and are CPR & First Aid certified. Additional information about staff will be provided at the beginning of camp. Please make an effort to get to know your child's camp counselor. We are proud of our staff and think you will feel the same.

## **Camp Groups**

Each camper will be placed in groups by their age. Each day your camper and you will sign in at the Director's Table and after sign in we will walk to base camp. At base camp campers' will be placed in age appropriate groups. There will be one counselor for every ten campers.

## **Camp Attire**

- Campers should wear comfortable, cool clothes suitable for athletic activities such as jeans or shorts, light colored t-shirts, and socks with gym shoes.
- All belongings should be put in one bag with the campers name on it.
- Personal belongings (toys, jewelry, electronics, etc) are not allowed in camp.
- Parents are encouraged to send child with a jacket and/or sweatshirt on days of inclement weather.
- Please apply sunscreen before camp, due to the fact that camp is held outdoors in the sun. Also please send sunscreen in their bags so it can be reapplied throughout the day.
- Your children **WILL** get dirty and wet, so please dress them appropriately.

## **Items to Bring Daily – Please label all items**

- Lunch and a drink w/ your child's name on it
- A snack for in the afternoon w/ your child's name on it
- Backpack w/ your child's name on it
- Swimsuit w/ your child's name on it
- Towel w/ your child's name on it
- Sun block w/ your child's name on it
- Bug Spray w/ your child's name on it
- Gym shoes. No sandals!
- Please include a plastic bag to hold wet articles
- **A water bottle with your child's name on it.**

## **What to Leave at Home**

Our camp days are filled with many fun activities and the majority of the supplies are provided. Occasionally, there are special theme days that might require campers to bring something from home. These special days will be highlighted on the weekly camp calendar. Some of those items include:

- Toys – The BTPD does not allow participants to bring toys and electronic devices from home. Items brought from home may become lost or damaged.
- Cell Phones – Cell phones are not permitted at the BTPD. If you need to talk to your child sometime throughout the day we do have cell phones that are kept with the counselors that can be used for emergencies.
- Skateboards/Scooters/Roller Blades/Heelies/Hoverboard or any type of shoe with wheels, are not permitted at the FUNTIME Day Camp.
- Weapons/Look-Alikes are strictly prohibited. Any participant caught with a weapon/look-alikes will be disciplined accordingly, including but not limited to removal from the program.

**Failure to follow these guidelines can result in disciplinary action, including but not limited to removal from the program.**

## **Hours of Operation**

Before Camp – 6:30 – 8:30 a.m.

Camp – 8:30 a.m. – 4:00 p.m.

After Camp – 4:00 – 6:00 p.m.

## **Program Fees**

Residents \$95 weekly or \$25 per day

Non-Residents \$110 weekly or \$30 per day

\*There is a \$2 non-refundable fee per activity or guest speaker that is automatically billed when registering.\*

## **Before & After Camp**

Before Camp runs from 6:30 a.m. – 8:30 a.m. Children can be dropped off at the Exploration Station...a children's museum.

After Camp runs 4:00 – 6:00 p.m. Children can be picked up at base camp.

All fees must be paid before registering for the next session of camp.

### **Fee(s):**

Before Camp Only - \$4.00 per child/per day

After Camp Only - \$4.00 per child/per day

## **Late Pick – Up Fees**

For the children's safety, please be prompt in picking up your child. Children who have not been picked up by 4:00 p.m. will be considered part of the late pick up program and after camp fees will be applied. Picking children up past the time of 6:00 p.m. will result in a \$1.00 per minute late charge. Any charges must be paid the next day of camp. If there are four late pick up occurrences, the child may be asked to leave camp. If you are running late, please notify the staff by calling the camp cell phone at (815) 953-2750 or (815) 953-3360. You can also reach us at (815) 933-9905 Ext. 2 between 8:30 am to 5:00 pm Monday through Friday.

## **Arrivals and Departures**

For those dropping off children at camp, we ask that all rules be followed in order to ensure a safe and happy summer.

Any participants in need of earlier care than 8:30 a.m. can be dropped off at the Exploration Station from 6:30 to 8:30 a.m. and will be charged for Before Camp.

**Camp check in will begin promptly at 8:30 a.m. and continues until 8:45 a.m.**

**Pick up begins at 3:45 p.m. and continues until 4:00 p.m.**

**After 4:00 p.m. children will be checked into After Camp. All children must be picked up by the latest at 6:00 p.m.**

- Upon arrival, accompany your child to sign in. Check in is located in the overflow parking lot, which is at the west end of the museum parking lot and pick up will be at base camp. DO NOT drop your child off in the parking lot.
- Announcements will be relayed to parents and campers at this time through the Camp directors table. Where the sign in books will be located. It is important to be on time. Camp staff has other responsibilities and a schedule to keep.
- Please remember at pick up and drop off times, there will be a lot of pedestrians and vehicles in the parking lot. Please remember to reduce your speed, so as to ensure the safety of everyone involved.

**Please do not park and exit your vehicle on the grass or in the accessible parking places.** Please park along the U drive in a parking spot or over in the parking lot by the museum. Thank-you in advance!

## **Lunch**

- Each camper must bring a **sack lunch** each day with his/her name printed on the outside of the bag.
- Label bag as LUNCH.
- All lunches will be placed in a cooler.

- Drinks should be brought in a non-breakable, disposable container.
- Once you arrive to camp, lunch and snack should be placed in the cooler.

### **Snack**

- Children are encouraged to bring an afternoon snack and extra drink.
- Please pack snack separately and label it as SNACK.
- Campers are also encouraged to bring a plastic water bottle, especially on extremely hot days.

### **Camp T-shirts**

Camp t-shirts are included in the price of camp. It is required that all campers wear their t-shirts on field trip days. Only one t-shirt per camper will be given out. We suggest your campers' shirt should be labeled with their name on the tag of the shirt. If your camper loses their t-shirt, we are unable to replace it. Shirts will be available at the Parent Meeting on Tuesday, May 23 at 7:00 pm at the Exploration Station. Parents will only be handed shirts if all completed paperwork has been filled out and turned in.

### **Field Trips/Special Guests/Special Activities**

Throughout the summer Field Trips/Special Guests/Special Activities will be planned. The calendar will be given out prior to the trips but may be subject to change at any point. We will also be charging a \$2 non-refundable activity fee at the time of registration (this fee is per trip/speaker).

### **Field Trip Rules**

It is important that campers know the rules while being on a field trip, so they can have an enjoyable time. If a camper continues not to follow field trip rules, they will not be able to attend camp on days when field trips are held.

1. Stay with your group and group leader.
2. Always keep track of your partner.
3. Listen to your group leader.
4. Wear your Camp t-shirt.
5. Follow all rules of the place we are visiting.
6. Do not talk to strangers.

Parents, please reiterate the importance of these rules with your child before each field trip.

Parents, please **pack a lunch that is completely disposable** on field trip days.

### **Swimming**

Campers will go swimming at the BBCHS pool. If your child needs special accommodations while swimming, please notify the camp director. Swimming days are subject to change, so please send your child with a swimsuit and towel daily. BBCHS will no longer supply life jackets for the Campers that need them. If you know your Camper will need any type of life jacket for swimming days please include them in their backpack. It must be a coast guard approved life jacket. Please put your child's name on anything you send with them for swimming days.

### **Lost & Found**

Please encourage your child to keep track of his/her belongings. The Park District will not be held responsible for lost or stolen items. All belongings left at camp will be placed in the lost and found box. At the end of each day, the Camp Director will hold up items that have been found. Items not claimed will be kept in the box for one week. The box will be emptied every Friday. All lost & found items left at the end of each week will be donated to a good cause.

## **Special Notes**

If your child needs medication, has any physical limitations, needs special attention in the pool, etc., please notify us with a note so we can alert camp staff. Parents who have questions concerning their child's activities, swimming, camp problems, etc., should notify the Camp Director. There is a medication form to be filled out. Any issues your child has at home that may affect behavior during FUNTIME Day Camp. Please keep BTPD staff informed of any unusual circumstances so we can be sensitive to your child's needs. The staff strives to work with each family as a team. Open communication is vital to accomplishing this goal.

## **Illness**

A parent is an expert when it comes to knowing their own child, and here at FUNTIME Day Camp we really rely on your judgment in keeping all of us healthy! If your child is not feeling well before camp, or the night before camp, please keep him/her home, even if no real symptoms may have yet occurred. Even the best, most comforting and loving camp staff person is no substitute for mom or dad. The Bourbonnais Township Park District has the right to refuse any child who is ill or has a fever. If a child becomes ill during the program, i.e. fever/vomiting, a parent will be notified and asked to pick-up the child immediately. If the parent is unavailable, an emergency contact will be called. A child must be fever-free without the use of Tylenol and/or taking antibiotic for 24 hours before returning to the program. In the case of contagious or serious illness, please contact the FUNTIME Day Camp staff immediately. All parents will be notified as soon as possible. Your cooperation is greatly appreciated.

## **Severe Weather/Emergency Shelter**

This is an outdoor camp. Camp will take place outdoors each day at the Perry Farm Park, except for field trip days and severe weather (i.e. storms or excessive heat). In the event of severe weather camp can take place at any one of our park district facilities. Campers may also be placed at the Exploration Station ... a children's museum for temporary shelter. Camp location changes will be announced on the BTPD Weatherline, (815) 933-9905, option 5. You can also call the day camp cell phones at (815) 953-2750 or (815) 953-3360. \*We strongly encourage calling if you are unsure to avoid confusion. (On days that we know we will be moving camp the counselors will inform the parents at drop off).

## **Bullying/Teasing**

Bullying/Teasing is not tolerated at camp. Any camper caught bullying or teasing another camper will be disciplined. If behavior continues, camper will be removed from camp. FUNTIME Day Camp works very hard to promote positive behavior.

## **Behavior/Discipline Procedures**

FUNTIME Day Camp promotes positive behavior and good decision making. Guidelines for behavior management are established to help create a system for dealing with inappropriate behavior at camp. Behavior deemed inappropriate can be offensive or abusive language, aggressiveness toward other participants or staff, uncooperative behavior or other actions disruptive to program activities.

Staff is instructed to use the following corrective actions, depending upon the severity and consistency of the behavior:

1. Warning to stop behavior
2. Withdrawal of privileges or participation in activity or time out from activity.  
Discussion of inappropriate behavior with the child or children involved. In the case a Camper gets a timeout they will fill out a Time out reflection form that will be discussed with the Parent at time of pick up.
3. Complete removal from activity and parent notification.
4. Complete removal from the program.

In cases of behavior that is severely disruptive or when our participants' safety is an issue, parents will be contacted to help correct the situation. Parent cooperation in correction of the behavior will be expected and appreciated. Prolonged misbehavior may result in child's dismissal from the program.

## **Leaving or Running away from the BTPD**

In the event a child leaves or runs away from any BTPD program the following steps will be taken. Staff encourages the child to return voluntarily.

If the child leaves

- The police are called to locate the child because FUNTIME Day Camp staff are unable to leave
- The parents are contacted
- A Behavior Report is filled out.
- The second time a child leaves or runs away from Camp they are given a one week suspension.
- The third time results in removal from the program.

## **Camper Responsibilities**

Campers are expected to exhibit appropriate behavior at all times.

- Show respect to participants and staff
- Take directions from staff
- Refrain from using abusive or foul language
- Refrain from causing bodily harm to self, participants, or staff
- Show respect to equipment, supplies, and facilities
- Always clean up after yourself, including at Lunch and Snack Time! Put materials away when finished
- Say Please and Thank You

Participants who do not conform to these rules risk extended time out, removal from camp into the recreation supervisor's office, suspension, or dismissal from the program.

## **Parent Responsibilities**

Parents of participants are responsible for providing the following:

- Maintaining appropriate and timely payment of fees.
- Contacting the park district if your child will be absent. By either (815)933-9905 or the Camp Phone at (815)953-2750 or (815) 953-3360
- Communicating your child's needs to the staff.
- Picking up your child on time.



## **Parent Code of Conduct**

*Bourbonnais Township Park District has adopted a Parents Code of Conduct. Parents/guardians should review and familiarize themselves with this Code whenever they register their child/ward for any recreation program or activity. This Code is intended to remind parents/guardians of the importance of serving as a positive role model, encourage courteous and respectful behavior towards others, and promote being involved in their child's recreational activities*

## **Code of Conduct**

The goal of the Bourbonnais Township Park District is to provide an enjoyable, exciting and satisfying recreational experience for children.

Our rules and regulations are intended to encourage participation and enjoyment by all. Developmental sports and recreational activities are intended to provide "successful" and "positive" experiences through fundamental skill development, social skill development, and fun — which ultimately provide the tools for a winning focus and positive experience.

To parents and guardians of participants, we direct you to refrain from harassing, berating, insulting, or engaging in any inappropriate conduct toward staff, volunteers, and when applicable, coaches, participants, parents, guests, officials, and others IN ANY WAY. Rude and inappropriate behavior will only have a negative impact on your child's, as well as other children's overall experience. However, we urge you to discuss any concerns you may have regarding your child/ward, the program or activity with the appropriate staff, coach or league supervisor in a **courteous, constructive, and respectful manner**. Let's work together to provide a positive experience for each and every participant. To this end, the Bourbonnais Township Park District asks parents/guardians of participants to follow the following guidelines:

- Encourage good sportsmanship and appropriate behavior by demonstrating mature and respectful behavior and serving as a positive role model for your child.
- Place the emotional and physical well-being of your child ahead of any personal desire.
- Reinforce to your child that s/he must play and conduct him/herself in a safe and respectful manner.
- Support staff, volunteers, coaches and officials working with your child in order to encourage a positive and enjoyable experience for all.
- Remember that our activities and programs are for youth — not for adults
- Do your very best to make youth programs and activities fun for your child.
- Encourage your child to treat other children, staff, volunteers, coaches, officials, and others with respect regardless of race, sex, creed, disability, religion, sexual orientation or ability.
- Inform the Bourbonnais Township Park District of any special need, impairment or ailment that may affect the safety of your child or others.
- Always communicate and deal with conflict in a polite, courteous, and constructive manner

Any parent who attempts to talk to a child other than his or her own child regarding that child's behavior or a program, will be dismissed from the program (including the removal of the child from the program). If there is a problem between two children, the parent should bring it to the attention of the Camp Director or Recreation Supervisor of the FUNTIME Day Camp. Only the Bourbonnais Township Park District is permitted to discipline or question a child in their care.

### *Change of Information*

If a parent has changes for any pertinent information, such as home, work, or cell numbers, address or adding another person to your pick-up list. The BTPD Staff must be notified of the changes. Only the legal custodial parent/guardian who completed the original registration forms can sign and authorize these changes.

### *Summer School*

The staff understands some children need to attend summer school. The Park District is unable to transport any children to or from summer school. As long as the child is transported by the parent or the school, the child can attend FUNTIME Day Camp and summer school.

### *Childcare Statements*

Receipts are issued for payments when payment has been made. If you should need a "Year-End Childcare Expense Statement" please log in to your online account to print a copy of your statement. Statements will be available by January 31, 2018.

### *Dependent Care Expense Statements/Flexible Spending Accounts*

The FUNTIME Day Camp Recreation Supervisor is the only person who may sign your completed dependent care statements. The Recreation Supervisor is located at the Recreation Station, 770 E Franklin St, Bradley. To have the form completed, any of the following options may be used:

- Give the front desk the form by Monday of any week, and the form will be taken to the Recreation Supervisor, signed, and returned to the parent by Friday, of that same week.
- The form may be mailed or faxed to:  
Bourbonnais Township Park District  
Attn: FUNTIME Day Camp  
770 E. Franklin St.  
Bradley IL 60915  
Fax #: (815) 933-5468

## **Forms**

### *Emergency Pick Up Forms*

Be sure to give us an **IMMEDIATE** emergency phone number, along with a list of people who we can contact for emergencies in the case you are not available. Also, the Emergency Pick Up List is used when picking up your child. Only the individuals listed on the form will be allowed to pick up your child. Please be sure to bring your ID along as staff will be checking them to ensure you or any other individual is on the list. Give the staff a couple of weeks to learn who you are

### *Health and Medical History Form*

Please fill out the form precisely and with any pertinent health or medical information we may need to know about your child. This just helps us continue to be sure your child is getting the proper care required.

### *Information Acknowledgment/Photo Acknowledgment/Vehicle Permission Slip*

This form is acknowledging that you know that the parent manual and additional information can be found on our website [www.btpd.org](http://www.btpd.org), and as the parent you must obtain information from the website. This form also gives btpd staff to take pictures of participants and use it for Park District use only either submitting to the paper, website, program information, or brochure. This form gives the BTPD permission to transport your child in a BTPD vehicle to or from a BTPD facility to another BTPD facility.

### *Medication Administration*

Your child's medication administration can be overseen in the morning or afternoon; we do have forms that must be filled out by you and your doctor. Please remember this is a case by case basis we have the right to not oversee medication administration. This must be approved by the Recreation Supervisor and the forms must be completely filled out by you and your doctor before the medication process can begin. Please see the front desk for the proper forms or call the Camp Director.

*Bourbonnais Township Park District*  
**Board Policy Manual Behavior Policy**

**POLICY STATEMENT**

It is the policy of the Bourbonnais Township Park District to provide safe and wholesome programs, parks and facilities for our residents and guests. The Behavior Policy has been established to help fulfill this mission. This policy is applicable to all staff, volunteers, participants and spectators to help us in our effort to provide the best possible environment to enjoy our park district activities

**POLICY DIRECTION/SPECIFICS**

The following items are considered specific; limiting factors associated with this policy and shall be assigned to corresponding procedures as developed:

1. EQUAL ACCESS: Program participants, facility guests, spectators and staff shall not be denied equal access to programs, activities, services or benefits, or be limited in exercise of any right, privilege, advantage or opportunity on the basis of race, sex, creed, national origin or disability.
2. BEHAVIOR GUIDELINES: Participants, facility guests, spectators and staff are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make park district activities safe and enjoyable for everyone involved. Additional rules may be developed for particular activities as deemed necessary by staff.

Participants, facility guests, spectators, and staff shall:

- a) Show respect to all participants, facility guests, spectators, and staff. They shall also be expected to take appropriate direction from staff assigned to supervise the event or activity.
- b) Refrain from using abusive or foul language.
- c) Refrain from causing bodily harm to self, other participants, facility guests, spectators, or staff.
- d) Show respect for equipment, supplies and facilities.
- e) Not engage in any gang-related activities including the display or possession of gang-related symbols, the use of hand signals, soliciting membership, intimidating or threatening behavior, wearing or displaying any gang colors, head-gear, and/or clothing identified with gang activities, etc.
- f) Follow all park district ordinances and program/building/facility rules. These include, but are not limited to, any and all rules regarding smoking, alcohol, bringing refreshments into facilities, etc.

3. DISCIPLINE: The Park District applies a caring and positive approach in maintaining appropriate behavior at activities and facilities. Therefore, staff will apply a positive approach to discipline of any activity participants. Staff will periodically review rules with participants, facility guests and spectators during the activity and/or program session(s). If inappropriate behavior occurs, prompt resolution will be sought specific to each individual situation as per the attached Guidelines. The Executive Director reserves the right to combine or delete any of the guidelines which he/she may deem as necessary in order to ensure safety and abate any nuisance.

4. PROCEDURE: Upon registration or entry into the activity or facility, the parent/guardian should notify the Park District of any special accommodations needed. Staff will make reasonable attempts to utilize these accommodations in the program.

## Morning Checklist for You and Your Camper

- ✓ Lunch with name on front of bag
- ✓ Snack with name on front of bag
- ✓ Comfortable backpack
- ✓ Swimsuit
- ✓ Towel
- ✓ Apply and pack sun block
- ✓ Bug Spray
- ✓ Gym shoes
- ✓ Water bottle with name on it

**PLEASE LABEL ALL OF YOUR CAMPERS ITEMS!!!**