



# 2023 SUMMER CAMP MANUAL



**Bourbonnais Township**  
PARK DISTRICT

Hello Parents and Campers!

We welcome you to the Bourbonnais Township Park District Summer Camp! Participants will enjoy outside events in the park, venture on various field trips, and partake in: arts and crafts, games, sports activities, water fun, hiking and much more! During your child's stay at day camp, different daily activities will be planned but may change due to the weather or the campers' desires. A monthly calendar of field trips and themes will be distributed to each parent at the beginning of the month. A newsletter for the following week will also be handed out each Thursday or Friday. These calendars and newsletters are subject to change.

The Bourbonnais Township Park District looks forward to a fun and safe summer, so we would appreciate you reviewing the following procedures and rules for BTPD Summer Camp with your child. All registration forms are due no later than three days before your child's first day of camp. Campers can only attend Camp once all paperwork is turned in.

If you have any questions or concerns about camp, please contact us at (815) 933-9905 option 2, ext. 233.

Thank you for choosing to spend your summer with us at the Bourbonnais Township Park District Summer Camp!

Let's Have Some Fun,

**BTPD Camp Staff**

## **BTPD Summer Camp Philosophy & Goals**

The BTPD Summer Camp 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!

Campers will participate in a variety of activities including but not limited to: Nature Activities (such as hiking), Arts & Crafts, Sports Activities, Field Trips, Special Events, Fun Competitive Games, Water Fun, Team Building and Low/High Active Activities.

## **Program Description**

BTPD Summer Day Camp meets Monday – Friday, 6:30 a.m. – 6:00 p.m. at the Perry Farm Park Pavilion. Campers must be signed up weekly for camp. All registrations must be paid in full before the registration deadline. Campers must be signed in and out by a parent or guardian. **Please note that the registration deadline is the Friday at noon before the start of the next week.**

## **A late fee of \$15 will be added to your bill for late weekly registrations.**

BTPD Summer Camp will run 10 weeks and participants must **pre-register**. Each week will have a different special theme:

	WEEKLY THEME	WEEK OF	REGISTER/ENROLL BY NOON ON	CODE
WEEK 1	Nature Week (Jr. Environmentalists)	June 5 - 9	June 2	121721-B
WEEK 2	Acts of Kindness Week	June 12-16	June 9	121721-C
WEEK 3	Survivor Week	June 19-23	June 16	121721-D
WEEK 4	Animal Week	June 26-30	June 23	121721-E
WEEK 5	Blast From The Past	July 3-7 (no camp July 4)	June 30	121721-F
WEEK 6	Jersey Week (Getting Active & Sports)	July 10-14	July 7	121721-G
WEEK 7	Holiday Craze Week	July 17-21	July 14	121721-H
WEEK 8	Out of this World	July 24-28	July 21	121721-I
WEEK 9	Creativity Week	July 31- August 4	July 28	121721-J
WEEK 10	Hollywood! Lights, Camera, Action!	August 7-11	August 4	121721-K

## Registration

BTPD Summer Camp is open to children ages 5 – 11 years.

Walk in registrations are accepted at Perry Farm House, Exploration Station, and Recreation Station. Registration by phone is not accepted. To guarantee your spot in the summer camp you must register and pay the \$20.00 non-refundable registration fee per camper. (Multi-child discounts available for Registration Fee only) After you pay your \$20 registration fee you can then select and pay for the week with our online registration. Full payment is due at time of registering for the week. All participants must be registered by the deadline assigned, **no exceptions!**

## Staff

BTPD Summer 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. At base camp, campers' will be placed in age-appropriate groups. There will be one counselor for every ten campers. On field trip days it will be 1 counselor for every 5 campers. We will not accept special requests for siblings or friends who do not fall into the same age group to be grouped together.

## 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. **No flip flops, crocs, and sandals. We will call parents to bring gym shoes if campers show up with flip flops or sandals.**
- All belongings should be put in one bag with the camper's name on it. (We will label the bag if it isn't already (with a permanent marker)
- Personal belongings (toys, jewelry, electronics, etc.) are not allowed in camp.
- Parents are encouraged to send their 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. **If campers do not have sunscreen, we will supply some for an additional charge.**
- 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 and mark LUNCH
- Snacks for in the afternoon w/ your child's name on it and marked SNACKS
- 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 or flip flops. We will call parents to bring gym shoes!
- Please include a plastic bag to hold wet articles
- **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. It is important that campers leave items at home that might not be appropriate for camp or interfere with the overall experience. 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. Any toys and electronic devices brought to camp will be confiscated and given to the parent at the end of the day. The BTPD will not be responsible for any toys or electronic devices brought from home. (Example: I-Pods or any portable music system, PSP's or any portable game system and any type of toys)
- Cell Phones and iPhone/Smart Watches – Cell phones are not permitted at the BTPD. If your child is caught with a cell phone it will be confiscated and returned to the parent at the end of the day. Even if the child reports to the staff that the parent is requiring them to have it. 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. Continued abuse of this policy will result in disciplinary action being taken including but not limited to removal from the program.
- Skateboards/Scooters/Rollerblades/Heelys/Hover board or any type of shoe with wheels are not permitted at the BTPD Summer Camp. Skateboards, scooters, and rollerblades will be kept with staff for safe keeping. Participants caught with wheels in their shoes will have their wheels' confiscated. Wheels will be returned to parents at pick-up.
- 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.**

### **Parent Information**

#### *Parent Responsibilities*

Parents of participants are responsible for providing the following:

- Pay weekly camp fees.
- Contact the park district if your child will be absent. By either (815) 933-9905 or the Camp Cell Phone: Primary (815) 278-3701 or (815) 922-3266  
Communicating your child's needs to the staff.
- Picking up your child on time. (A late fee will be applied to any parent picking up after 6 p.m.)

### *Parent Communication with Children*

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 BTPD Summer Camp. Only the Bourbonnais Township Park District is permitted to discipline or question a child in their care.

### *Parent Communication with Staff*

The 24-hour rule is a rule in place to help keep peace between staff and parents. The rule is simple; parents are asked not to approach staff members about issues until 24 hours after the time of the incident.

#### Reasons for the 24-hour rule

1. To allow both parties to calm down after the issue developed.
2. To give both parties time to think about the problem.
3. To prevent any unnecessary acts or scenes in front of participants and other parents.
4. Cooler heads will prevail.
5. To stop any embarrassing moments in front of the participants/parents/staff.
6. The hope that time to think about these issues will help to solve the problem in a positive manner and the right resolution.

In the heat of the moment persons may say things they do not really mean. This can hurt the participants if things are not handled correctly. The relationship between parents and staff members is important, however decisions should be made with consideration of what is best for participants. The rule is in place to help protect all person's interests.

### *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.

### *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 or contact the Perry Farm House Administrative Office at (815) 933-9905 ext. 1. Statements will be available by January 31, 2023.

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

The BTPD Summer 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: BTPD Summer Camp  
770 E. Franklin St.  
Bradley IL 60915  
Fax #: (815) 933-5468

### *Concerns/Problems*

Any issues your child has at home that may affect behavior during BTPD Summer 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.

### *Suspected Abuse or Neglect*

In accordance with the procedures set forth in the Abused and Neglected Reporting Act, the Bourbonnais Township Park District staff, having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child, shall immediately report the matter to their supervisor. Chain of command will be followed, and proper authorities will be notified. Our staff have gone through mandated reporter training.

### *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 BTPD Summer Camp.

### *Contact Information*

- The Bourbonnais Township Park District can be reached by calling (815) 933-9905 ext. 2. The cell phone numbers for BTPD Summer camp are (815) 922-3266 or (815) 278-3701

### **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 she/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.

Please understand that violation of this Code or any inappropriate behavior may result in revocation of your privileges, and in rare cases, may compromise your child's ability to participate in any recreational program or activity

## **Camp Procedures**

### **Hours of Operation**

6:30 a.m. – 8 a.m.	Early Drop Off at Exploration Station (end of sidewalk/main entrance)
8 a.m. – 4:00 p.m.	Camp at Perry Farm Park Pavilion (across from Exploration Station)
4:00 p.m.– 6:00 p.m.	Late Pick Up at Perry Farm Park Pavilion or Exploration Station (weather Permitting-rain or to hot outside)

### **Program Fees**

Residents (Bradley/Bourbonnais) \$135 weekly (fee includes field trips, guest speakers & camp t-shirt)  
Non-Residents \$150 weekly (fee includes field trips, guest speakers and camp t-shirt)



## **Before Camp & After Camp**

Before and After Camp services are available. Before Camp runs from 6:30 a.m. – 8 a.m. Children can be dropped off at the Exploration Station. After camp starts at 4:00 p.m. – 6:00 p.m. and children can be picked up at the Perry Farm Park Pavilion.

## **Late Pick Up Fees**

- For the children's safety, please be prompt in picking up your child. 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) 922-3266 or (815) 278-3701. You can also reach us at (815) 933-9905 ext. 2 8:30 a.m. – 5 p.m. on Mondays and 8:30 a.m. to 1 p.m. Tuesday through Friday.

## **Arrivals and Departures**

For those who will be 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 a.m. can be dropped off at the Exploration Station from 6:30 a.m. to 8 a.m. (no additional cost).**

**Camp check-in will begin promptly at 8 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 no later than 6 p.m. or there will be a late charge.**

- Upon arrival, accompany your child to sign in. Check in is located at the Perry Farm Park Pavilion. Campers must be walked to the Pavilion and signed in by a parent/guardian.
- Announcements will be relayed to parents and campers at this time through the Camp Directors table where the sign in book 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, to ensure the safety of everyone involved.

Please send a note of permission if your child:

- Needs to leave camp early or will be arriving late one day.
- Will be walking or riding their bike to and from camp. (A Waiver will need to be signed)
- Is to go home with another child/parent. If we do not have a note, we will call you to get permission. If this occurs more than 3 times, your child may be removed from camp.

**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 for your cooperation.

## **EMERGENCY**

### *Camper Emergency Card*

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 card list is used when picking up your child. Only the individuals listed on the card will be allowed to pick up your child. Please be sure to bring your ID along so staff can check them to ensure you or any other individual is on the list. Give the staff a couple of weeks to learn who you are. Please complete and turn in attached forms.

### *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. Complete and turn in attached form.

### *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 permission to take pictures/videos 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. Complete and turn in attached form.

### *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 contact the Front Desk for the proper forms or call the Camp Director.

## **Illness**

A parent is an expert when it comes to knowing their own child, and here at BTPD Summer 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 BTPD Summer 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 Weather line, (815) 933-9905, option 5 and through the REMIND App. You can also call the day camp cell phones at primary (815) 278-3701 or (815) 922-3266.

\*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).

## **Lunch**

- Each camper must bring a **sack lunch** each day with his/her name printed on the outside of the bag or lunch box
- Label bag as LUNCH
- Drinks should be brought in a non-breakable, disposable container
- Children are allowed to leave with a parent or guardian for lunch, but will not be able to leave on their own or with anyone except a parent or guardian. If you are taking your camper, you must notify the Camp Counselor and Camp Director. Signed out and in when returning.

## **Snacks**

- Children are encouraged to bring several afternoon snacks and extra drinks.
- BTPD does not provide snacks
- Please pack snacks separately and label it as SNACK. **\*BTPD staff will not be responsible ensuring campers save an item from their lunch for a 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 it on the tag of the shirt. If you don't label it, we will! If your camper loses their t-shirt, we will have extra shirts for purchase of \$10 (design may differ from this year's design) (We cannot guarantee we will have your child's size). Parents will only be handed shirts if all completed paperwork has been filled out and turned in. Parents will be signing off that your child has received their camp shirt.

## **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.

## **Field Trip Drop Off**

On days when we have field trips, parent/guardian drop off locations and times will be announced.

## **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.

**\* If your child does not wear their Camp shirt on the day of a Field Trip, we will be providing them one and you will be responsible for the cost of the shirt (\$10) which will be due the next day. This is mandatory.**

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 may go swimming throughout the summer. Locations for swimming will be announced ahead of time. If your child needs special accommodations while swimming, please notify the camp director. **Swimming and water days are subject to change**, so please send your child with a swimsuit and towel daily. 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. If your child needs a life jacket and does not bring one on swimming days, they will sit out and not swim. Campers will not be able to be picked up from the swimming site. If/when swimming days are determined, we will return to camp at approximately 3:30 p.m., so please adjust your schedules accordingly.

### **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.

### **Behavior/Discipline Procedures**

#### *Behavior Management Guidelines:*

BTPD Summer 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. *For more details on our behavior policy, please see attached policy.*

### **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. BTPD Summer Camp works very hard to promote positive behavior.

### **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 BTPD Summer 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.

*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.

### **Camper Rules**

Campers are expected to exhibit appropriate behavior at all times.

Participants Shall:

- 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 all your 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.

# MORNING CHECKLIST FOR YOUR CAMPER

- Lunch Bag/Lunch Box
- Snack **SSSS** - Mark all Snack Bags "SNACKS"
- Water Bottle
- Comfortable Backpack
- Swimsuit
- Beach Towel
- Bag for Wet Clothes
- Gym Shoes (NO Flip Flops, Sandals, Crocs)
- Apply Sun Block (Put in Backpack)
- Apply Bug Spray (Put in Backpack)

**PLEASE LABEL ALL OF CAMPER'S ITEMS !**

# IMPORTANT PHONE NUMBERS

## Camp Cell Phone Numbers

(For Questions, Pick up & Drop offs)

Primary (815) 278-3701 or (815) 922-3266

## Youth Recreation Supervisor

(815) 933-9905 Option 2 (Rec Station) ext. 233

## BTPD Main Number

(815) 933-9905