

**CHAMPAIGN PARK DISTRICT
2010 DAY CAMP PROGRAM**



Discover the fun!

PARENT HANDBOOK

Champaign Park District
706 Kenwood Road
Champaign IL 61821-4112

217-398-2550
www.champaignparkdistrict.com

WELCOME

Champaign Park District Day Camp Program

We're looking forward to an exciting program filled with opportunities for fun, learning, and growth. This manual applies to all Champaign Park District summer camp programs and should enable you to become more familiar with our policies and procedures. Please read through this manual and keep it for your future reference

The Champaign Park District offers a wide variety of programs throughout the year. These programs include sports, arts, games, cooking, swimming, field trips, and much more. More information about specific programs can be found in our Funformation Program Guide, which is released three times a year. If you know someone who would like access to the program guide, they can download it at www.champaignparkdistrict.com or call the Bresnan Meeting Center at 217-398-2550 for more information.

We will be very happy to answer any questions you may have. If you have any questions about the following day camps, please contact:

Leonhard Day Camp

Lucas Thurman
Leonhard Recreation Center
2212 West Sangamon Drive
Champaign IL 61821
217-398-2571

Douglass Park Day Camp

Charles Burton
Douglass Community Center
512 East Grove Street
Champaign IL 61821
217-398-2573

Creative Kids Day Camp

Melanie Kahler
Springer Cultural Center
301 N. Randolph Street
Champaign IL 61820
217-398-2376

Community Matters Day Camp

Charles Burton
Douglass Community Center
512 East Grove Street
Champaign IL 61821
217-398-2573

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ACTIVITIES

Everyone is required to preregister for each program. Registration forms are available anywhere you can register for Champaign Park District programs (Bresnan Meeting Center, Springer Cultural Center, Leonhard Recreation Center, Tennis Center, Hays Community Center and the Douglass Community Center). You can also register for programs on our website at www.champaignparkdistrict.com.

Every parent/guardian needs to make sure they have filled out the registration form and signed the waiver on the back of the registration form. Please list another person staff can contact during camp hours in case of an emergency if the primary person cannot be located. The registration form must be filled out completely. The forms can then be dropped off anywhere you can register for Champaign Park District programs (Bresnan Meeting Center, Springer Cultural Center, Leonhard Recreation Center, Tennis Center, Hays Community Center, and the Douglass Community Center).

WAIT LIST

If the program is full, additional registrations will go on a wait list. If a space opens up in the program, participants on the wait list will be contacted to see if they still want to attend the program. Generally, participants are taken off the wait list and added to the program on a first come basis. The cost of the program fee will be pro-rated to reflect the participant's actual time in the program if they do not start at the beginning of the camp session. Camp fees will not be pro-rated for any other reason (family vacation, illness, etc.).

INFORMATION UPDATES

If at any time the participant or parent/guardian's telephone number, address, or other pertinent information changes, please notify the camp director or the appropriate staff person listed on page 2.

INCLUSION REQUEST PROCEDURE

If any special accommodation is needed (sign language, interpreter, inclusion aide, etc.) at the Champaign Park District, please inform the program coordinator as soon as possible. It may be 48 hours before Champaign-Urbana Special Recreation (CUSR) staff can review the request, so please submit as early as possible.

ENVIRONMENTAL/MEDICAL ACCOMMODATION REQUIREMENTS & PROCEDURES

Special accommodations include conditions requiring emergency medications. If a child requires any special accommodations the details must be presented to the Champaign Park District in advance.

If the child can self-administer the emergency medication the following action is required:

Ensure medication is not expired and submit a signed waiver. If this is not submitted in advance or on the first day of the day camp session, the child will not be able to participate in the program until the form and medication is presented to the director.

If the child cannot self-administer the emergency medication and needs assistance the following action is required:

Submit a signed waiver as well as a medical plan on physician letterhead from the current calendar year. Without this documentation the child will not be able to participate in the program. If the request is not submitted in advance for approval the Champaign Park District cannot guarantee participation in the program until the proper steps are completed. Medical plans submitted the first day of camp will be reviewed immediately by staff to determine participation. Parents will not be able to leave children at the program until approval is granted and plans for accommodation are in place.

NON-ACCEPTANCE

A participant may not be accepted into the program if:

1. Parent/guardian or self-guardian participant fails to return or fully complete the registration form.
2. Payment is not made by the start of the program session. Future registration will not be allowed until payment is made.
3. Behavior of the participant is harmful to self or others according to our behavior policy.
4. Parent/guardian fails to submit accommodation requirements.

PAYMENT

1. The balance for each session is due two weeks before the session begins. If payment is not received by the time stated, your child will be dropped from the program.
2. Cash, check, money order, Visa, and MasterCard are accepted for payment of all programs at designated sites. If paying by check, please have your driver's license number on the check.
3. There will be a \$25.00 charge for all NSF checks. If checks are returned, payment will need to be in the form of cash or money order.
4. For residents of Champaign who are unable to participate in recreation programs due to economic hardship, the Champaign Park District offers scholarships to reduce certain fees and charges. Scholarship applications are not guaranteed and are based on available funds, program registration, and choice of program location. Early applications are given priority. Please apply 3 to 4 weeks before the program's start date. Applications are available at the Bresnan Meeting Center and can be mailed upon request. Need is the primary criteria upon which scholarship applicants are considered. Scholarships will not be granted for transportation and certain programs designated in program guide.

REFUNDS

All camps have a \$10.00 non-refundable deposit on every session. Cancellations must be made at least one week prior to the start of the program in order to receive a refund, minus the \$10.00 non-refundable deposit. In cases where the minimum number of registrants is not received for a program, the Champaign Park District will cancel the program. Full refunds will be issued to all registrants.

CHECK-IN PROCEDURE

A parent/guardian is required to check-in their child on the 1st day of each session. Day Camp consists of 10 weekly sessions each beginning on Monday. If the child does not start the session on the first day, check-in is required on the first day they do attend. Children are allowed to check themselves in for the remaining days of that camp session provided that the parent/guardian has filled out the waiver/form included in the Participant Information Packet and turned it in to the camp director.

LATE PICK-UP

In order to be fair to our participants and staff, the Champaign Park District has enacted a late pick-up policy. *Each time a participant is not picked by designated ending time, a \$1.00 per minute fee will be charged.* Registration for other programs will not be accepted until all outstanding late fees are paid. The late fee is due within three days. Payments can be made in person at the camp site or by mail to the Bresnan Meeting Center. Failure to pay late pick-up fees could result in your child's suspension from camp. *Note: The Park District shall make every reasonable effort to contact persons authorized by you to pick up your child. If we are unable to arrange pick-up within 30 minutes, we will request the assistance of the Champaign Police Department.*

MEDICATION

Some participants may need to be given medication during the program. In order for the Champaign Park District to be able to dispense medication, these guidelines must be followed:

1. Parent/guardian must sign the *Permission to Dispense Medication and Waiver and Release of All Claims* and complete the *Instructions for Dispensing Medication* form specifying:
 - a. Type of medication
 - b. Time medication should be administered
 - c. Specific instructions
2. Only prescription medications in original containers with the doctor's name and the dosage on the label will be accepted.
3. Send the designated amount that will be dispensed by staff. A log will be kept of the medication as it is dispensed. Champaign Park District staff will secure all medicine.

If participant is self-medicating, staff must be notified of this so they are aware in case of an emergency.

CLOTHING

All participants should dress appropriately for the weather and the activities scheduled for their program. All campers should wear tennis shoes while at camp. No skirts are allowed. Please bring an extra set of clothes in case of accidents that may occur during the course of each program. If specific clothing or equipment is needed for the program, participant/guardian will be notified.

Campers should bring a swim suit, towel, flip-flops/water shoes and sun block every day.

PERSONAL NEED ITEMS

Any additional personal need items should be labeled and provided daily when necessary (bug spray, money, sunblock, sanitary pads, special needs items, etc.).

FOOD / MEALS

The Champaign Park District only provides a morning snack. (Leonhard and Creative Kids only)

Campers should bring a sack lunch, an afternoon snack and additional water on each day of camp. (Leonhard and Creative Kids only)

**Douglass Campers will be provided all snacks and lunch.*

SAFETY

Personnel at all levels are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. Each staff member is to ensure that work is done in a safe manner, inspections are conducted on a regular basis, hazards are confronted, and accidents are investigated. Designated staff members are trained in general first aid and certified in CPR.

ACCIDENTS

If a participant has an accident serious enough to require professional medical attention, Champaign Park District staff will contact the parent(s) or guardian(s). If the parent(s) or guardian(s) cannot be reached, the designated emergency resources listed on the registration form will be called. If it is necessary for the participant to go to the hospital, the parent(s) may transport the participant, or an ambulance will be called at parent/guardian expense. In very severe circumstances, 911 will be called and parent(s) or guardian(s) notified after the 911 call. If staff is unable to reach any adult responsible for the participant or if time is critical, an ambulance will be called and the participant will be taken to the hospital. A staff member will accompany the participant to the hospital. Champaign Park District staff will continue to try contacting the parent(s) or guardian(s).

INJURY AND FIRST AID

Should an injury occur at a program site:

1. Depending on the severity (abrasions, cuts, etc.) first aid will be provided by staff. This must be completed before the participant can return to the program.
2. If the injury is severe, paramedics will be immediately notified and staff will take the necessary precautions and address the medical situations as needed.
3. If blood is visible on any part of the participant's clothing, that part of the clothing must be removed and replaced with clean clothing. A participant will not be allowed to return to the program with blood on his/her clothes. You will be asked to bring clean clothes or pick them up. Staff will take extra precautions to minimize the spread of germs. Proper hand-washing techniques will be used when dealing with any bodily fluid (saliva, mucus membranes, urine, etc.).

PARTICIPANT ILLNESS

Do not send your participant to his/her program if he/she is sick or has been exposed to a communicable disease. If a participant becomes ill, staff will use their best judgement and attempt to isolate the participant from the rest of the participants. Attempts to notify the parent(s) or guardian(s) will be made by Champaign Park District staff. If parent(s) or guardian(s) are unreachable, the emergency resources listed on the registration form will be called. Participants will be sent home for, but not limited to, the following:

- Chickenpox
- Conjunctivitis (pink eye)
- Diarrhea
- Fever
- Head lice and scabies
- Hepatitis A virus
- Mouth sores with inability to control saliva
- Mumps
- Ringworm
- Skin rash
- Sore throat due to strep (streptococcal pharyngitis)
- Tuberculosis
- Vomiting
- Whooping cough (pertussis)

INCLEMENT WEATHER PLAN

Programs may be cancelled due to inclement weather or unusable facilities. Staff will contact participants in advance whenever possible. If the program gets cancelled after it has begun, the parent or guardian will be contacted to inform them where to pick up the participant.

LIGHTNING AND THUNDER GUIDELINES

If lightning is seen or thunder is heard, outdoor activities shall be suspended for 10 minutes. Employees and participants are required to seek shelter. All activities will stay suspended until 10 minutes after the last flash of lightning or sound of thunder.

TORNADO AND SEVERE THUNDERSTORM PLAN

The site disaster plan will be followed.

TEMPERATURE GUIDELINES

Outdoor programs shall be cancelled if the temperature or heat index is above 110 degrees.

FIRE PLAN

1. All persons will be led from the facilities according to the site fire plan.
2. All groups will meet at a secure location a safe distance away from the building and attendance will be taken.
3. The fire department will be called.
4. Parent(s)/guardian(s) will be called.

SUSPECTED ABUSE OR NEGLECT

The Illinois Abused and Neglected Child Reporting Act mandates any Champaign Park District staff having reasonable cause to believe that a child, known to them in their professional capacity, might be abused or neglected, shall immediately report the matter to their supervisor and the Department of Child and Family Services (DCFS).

BEHAVIOR CODE OF CONDUCT

All participants are expected to exhibit appropriate behavior at all times while participating, spectating, or attending any program or activity sponsored by the Champaign Park District. This includes participation in programs that may or may not require an admission fee, such as spectating at athletic events, concerts, or attending special events. The following guidelines are designed to provide safe and enjoyable activities for all participants. Additional Codes of Conduct may apply for particular programs such as day camps, athletic leagues, and aquatic facilities.

Participants shall:

1. Show respect to all participants, spectators, and staff. Will also show respect for program rules and equipment.
2. Take direction from Champaign Park District staff.
3. Refrain from using abusive or foul language.
4. Refrain from causing bodily harm to self, other participants, spectators, or Champaign Park District staff.
5. Refrain from damaging equipment, supplies, and facilities.

Parents/guardians are responsible for informing the Champaign Park District in writing if their child has a behavior disorder. This should be done directly to the Program Coordinator at the time of registration. This will allow adequate time for staff to prepare before camp starts. Staff will provide reasonable accommodations so that each camper can successfully participate in the program.

FREQUENTLY ASKED QUESTIONS

1. *Do I need to check my child in to camp? Can my child walk to camp?*

Parents/guardians are required to check their child in on the first day of a camp session. Each session is one week long Monday-Friday. If your child does not start camp on the first day of session you will need to check him/her in on the first day that they attend. Children are allowed to check themselves in for the remaining days of that camp session provided that the parent/guardian has filled out the waiver/form included in the Participant Information Packet and turned it in to the camp director.

2. *My child has a serious environmental allergy and carries an "epipen." What do I need to do?*

Please refer to the Environmental/Medical Accommodation Requirements & Procedures" section of this handbook. Self-administered actions need advance notice, a signed waiver and non-expired medication. Actions that require staff to administer require the above as well as a medical plan submitted in advance for approval.

3. *Our family is going on vacation and my child will miss a few days of camp. Do I get a refund for the days that I will miss?*

No. Sessions are paid in full and refunds will not be issued for vacation, child illness, etc. Refunds will only be offered if you cancel your registration 5 days in advance or the Park District cancels the session. There is a \$10 non-refundable deposit if registration is canceled. If a child participates any days of a session you will be charged the entire week amount. No shows are still charged.

4. *What happens if the weather is bad?*

Poor weather conditions may adjust curriculum and lesson plans, but will not cancel camp sessions. Changes to activities or locations will be shared with parents/guardians as soon as possible. If the weather is severe, proper Park District procedures will be followed.

5. *I haven't paid my balance for day camp. Will my child still be allowed to participate?*

Balances for camp sessions must be paid two weeks in advance. Failure to pay a balance will keep a child from participating and could result in a drop from the session no longer securing enrollment. (Note - you will still owe the full amount) Registration can be canceled up to 5 days before camp session begins.

6. *How do I cancel my child's camp registration?*

You must cancel your child's registration properly using the three options below.

1. In writing to your child's camp director
2. In person with the staff at the front desk of either the Leonhard Recreation Center, Springer Cultural Center, Douglass Community Center or the Bresnan Meeting Center.
3. Over the phone with the front desk staff at either the Leonhard Recreation Center, Springer Cultural Center, Douglass Community Center or the Bresnan Meeting Center.

7. *I work across town and it is possible that I will be a few minutes late to pick up my child. Is that a problem?*

We ask that parents/guardians do everything possible to remain punctual on pick-up of their child. In the case that you are late the Park District will charge a late fee of \$1.00 for every minute. Late Fee balances must be paid in full before future registration or participation. Habitual tardiness is grounds for dismissal from the program.

8. *Will my child be swimming? If so, will I need to send them with anything?*

Yes. Each camp has designated days that they will attend the pool. During hot temperatures, camp directors may choose to add additional pool time. Parents/guardians are required to send appropriate items with their child each day including; swimsuit, sunscreen, towel, flip-flops or water shoes, etc. Failure to do so will prevent your child from participating.

9. *My child is very sensitive to sun. Do I need to provide sunscreen?*

Yes. The children will be in the sun or at the pool often and sunscreen is the responsibility of the parent/guardian. If your child's sensitivity is severe where adverse reactions occur, or medical attention is needed, you must request assistance in advance. Please be sure to sign the permission to apply sunscreen waiver found in your Participant Information Handbook.

10. *What happens if my child is injured?*

Minor accidents will be treated by staff and parents/guardians will be notified at end-of-the-day pick up. There are designated first-aid/CPR responders in each group. If the accident is severe enough to require professional attention, 9-1-1 and the parents/guardians will be notified. If you cannot be reached the designated emergency resources will be notified. If it is severe enough to go to the hospital, parents/guardians can transport if available otherwise an ambulance will be called. All expenses are the direct responsibility of the parent/guardian.

11. *What should I do if my child is sick? Can they still attend camp?*

We ask that the parents/guardians do not send their child to camp if they are sick. Children with fevers, vomiting or diarrhea will not be admitted. In cases of illness, parents/guardians will be informed and arrangements made to have the child picked up from camp. Campers must be free of symptoms/on medication for treatment for 24 hours before they are eligible to return to camp.



POLICY ON BEHAVIOR MANAGEMENT

Champaign Park District Day Camp Program

In order to provide a safe and enjoyable experience for all participants, the Champaign Park District has developed a set of expectations for all campers. All campers will be treated fairly based on individual aptitude. Behavior guidelines are as follows:

1. No camper will endanger him/herself or other participants or staff.
2. Campers will use respectful, appropriate language towards staff and other campers.
3. All participants will respect their leaders, camp rules, other campers and equipment.
4. All campers will keep their hands, feet and objects to themselves.

Consequences for inappropriate behavior are:

1. *First Offense:* Camper will be removed from the group activity, receive a verbal warning that the exhibited behavior is inappropriate, receive reinforcement of appropriate behavior. Participant may or may not return to the group, dependent upon severity of offense. Parent/Guardian will be notified at pickup, and asked to sign "behavior report".
2. *Second Offense:* Camper will be removed from the group activity, receive a second verbal warning that the exhibited behavior is inappropriate, receive reinforcement of appropriate behavior. Participant may not return to the group, and will sit out for an appropriate period of time, dependent upon severity of offense. Parent/guardian will be notified at pickup that a second offense has occurred, reminded of the ramifications of a third offense, and asked to sign "behavior report".
3. *Third Offense:* The camper's parent/guardian will be called for immediate pickup, and the camper will be suspended from camp for 5 days, without refund. When the camper is picked up, the Day Camp Director and Program Supervisor will meet with the parent/guardian, discuss the incident and consequence, and revisit the ramifications of a fourth offense. The parent/guardian will be asked to sign the "behavior report". (*If camper is not picked up/signed out within 30 minutes of the parent/guardian being contacted, the camper will be released into the custody of the Champaign Police Department.)
4. *Fourth Offense:* The camper's parent/guardian will be called for immediate pickup, and the camper will be suspended from that camp permanently, without a refund for that particular session. If the camper is registered for any subsequent camps during the summer, the parent/guardian will be refunded their deposit/fees for those camps and the camper will not be allowed to participate in any day camp program at the Champaign Park District. When the camper is picked up, the Day Camp Director and Program Supervisor will meet with the parent/guardian, discuss the incident and permanent suspension. The parent/guardian will be asked to sign the "behavior report". (*If camper is not picked up and signed out within 30 minutes of the parent/guardian being contacted, the camper will be released into the custody of the Champaign Police Department.)

Please note: In cases of inappropriate behavior deemed extreme by staff, campers may be suspended or dropped from the camp immediately, regardless of the number of previous offenses.

PARENT/GUARDIAN'S AGREEMENT TO POLICY ON BEHAVIOR MANAGEMENT

I have read and fully understand the Champaign Park District *Policy on Behavior Management* above, and I agree to the terms of the policies.

Name of Child attending (please print) _____

Name of Camp Site _____

Name of Parent or Guardian (please print) _____

X _____
Signature of Parent or Guardian Date