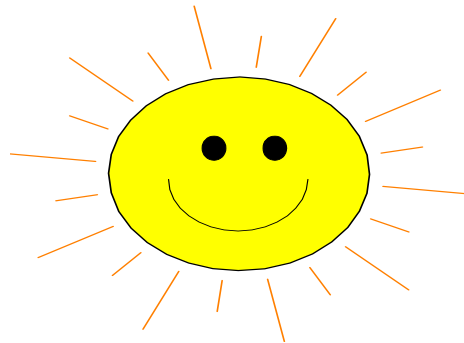




# Summer Camp & Child Care Handbook

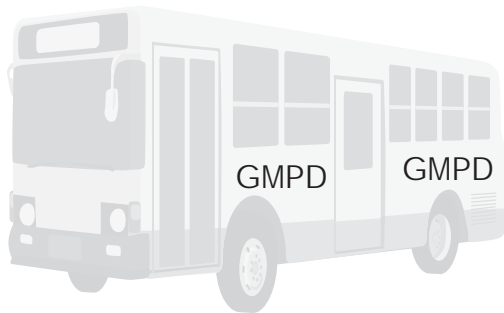


Golf Maine Park District  
8800 Kathy Lane, Niles and 9229 Emerson, Des Plaines  
847-297-3000, ext. 34



## EVENTS & ACTIVITIES

- o Arts & Crafts
  - o Swimming
  - o Sports & Games
  - o Field Trips
  - o Playground Activities
  - o Science & Cooking Experiments
  - o Group & Camp Wide Activities
  - o In-House Camp Entertainment
- o Plus, something new and exciting this year-  
**Water Spray Park at Dee!**



### Field Trips & Special Events

Weekly field trips and/or special events are planned (normally scheduled on Fridays). We try to provide the children with a broad variety of fun, cultural, educational, sports oriented, entertaining experiences. We are currently working on booking this years trips. They usually include things like; museums, zoos, waterparks, etc. A full list will be made available as soon as dates are confirmed.

## WATER SPRAY PARK

We will get use adn have some fun in our Spray Park at Dee, Monday-Thursday. Children should bring their swimsuits and towel to camp every day (except field trip days). Children are encouraged to participate in water activities. If your child is unable to get wet on any given day, he/she will be required to accompany the group to the spray park. Water activities may be cancelled at any time due to inclement weater. The spray park will be open if the temperature is 70 degrees.



\*\*To prevent loss of personal articles, (towels, clothing, suits, goggles), **PLEASE PUT YOUR CHILD'S NAME ON EACH ARTICLE!**

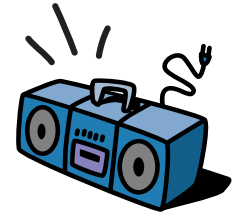


## T-SHIRTS

Each child receives a camp T-shirt the first week he/she attends camp. **THEY MUST BE WORN ON ALL FIELD TRIP DAYS!**

## SUPPLIES NEEDED FOR CAMP

Camp Bag-LABELED WITH YOUR CHILD'S NAME  
Swimsuit, towel, underclothing (Monday-Thursday)  
Sack lunch & Healthy Snack  
Sun screen, if necessary



All other personal belongings such as sports equipment, radios, cassette and CD players, ipods, or any hand held game device (psp, gameboy) should remain at home unless specifically needed at camp. To help prevent loss, please put your child's name on all personal items brought to camp. *We are not responsible for lost items.*

### LOST & FOUND

*is located upstairs in  
the Art & Craft room.  
Staff is not responsible  
for lost/missing  
items.*

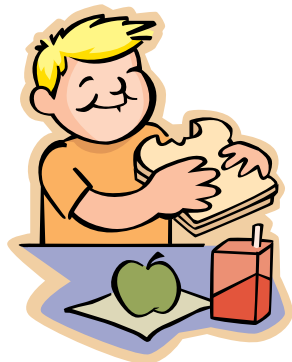
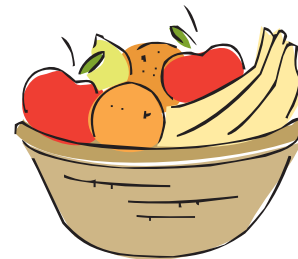
## NUTRITION/SNACK BREAK

Please make sure your child eats breakfast before arriving at camp/child care.

Campers take a nutrition break each day so in addition to their sack lunch, please also send a healthy, nutritional snack (such as a piece of fruit) with your child.

In the after camp child care program, a snack will be provided.

healthy  
snacks



## LUNCH

Please send a ready made sack lunch with your child each day except when notified otherwise. The lunch container should be LABELED WITH YOUR CHILD'S NAME. There is a pop, juice and snack machine in the building. Snacks are \$.45 to \$.65. Pop is \$.75.

# HEALTH ISSUES



1. It is the parent's responsibility to ensure that their child's health is adequate for his/her participation in the program. A child who shows signs of illness should be kept home for his/her own welfare as well as for the protection of the other children. Golf Maine staff has the authority to refuse any child who shows signs of illness. In such cases, our staff's judgment is final.

Please keep your child home if there is a sign of any of the following symptoms:

- o a fever during the previous 24 hours
- o eye, ear or nasal discharge
- o any symptoms of a possible communicable disease
- o rash
- o diarrhea
- o vomiting

2. If a child becomes ill while at Camp or Child Care, the parent will be promptly notified and asked to pick-up their child **immediately**. If they cannot pick-up their child, someone from the emergency list will be contacted.

3. If your child is exposed to a communicable disease, you **must** notify us immediately so that the other parents can be notified. If your child has a communicable disease, he/she will need to bring a note from the doctor stating that it is safe to return to camp.

4. Park District staff **will not administer medications** of any kind to your child.

5. If your child sustains a minor injury, our staff will administer basic first aid. If the injury requires more than basic first aid, the following steps will be taken:

- a. 911 will be called and the injured child will be transported by paramedics to the closest hospital.
- b. Contact parent or guardian. If unavailable, then:
- c. Contact persons listed on the Emergency List.

You are responsible for all medical charges incurred. Authorization for program staff to secure emergency medical care for your child and your commitment for payment thereof is part of your registration agreement.

# Discipline Procedures

At Golf Maine Park District, we strive to meet the needs of all children in our programs, without ignoring the needs of any one individual. To do so, it becomes necessary to set limitations and guidelines within which all campers can function. When limits are broken, it is essential to provide some form of consequence and understanding to prevent future problems. The overall safety and well being of all children are always our highest concern. The following process will be used to resolve conflicts and redirect negative behavior as situations arise.

## Level 1:

The first incident of inappropriate behavior will be written up in the behavior log as is witnessed by our program staff. The staff member and child will go to the office to discuss what happened. Every effort will be made to help the child understand the inappropriateness of his/her behavior. The child will then write down what he/she did and why it was wrong, then sign it. Staff will notify/discuss the incident with the child's parent.

## Level 2:

The second incident of inappropriate behavior will be written up in the behavior log. The staff member and child will go to the office to discuss what happened. Every effort will be made to help the child understand the inappropriateness of his/her behavior. The child will then write down what he/she did and why it was wrong, then sign it. The child must then make a phone call to his/her parent explaining what they did and that they are now at Level 2 and if they are written up for a third incident, they will be sent home for the remainder of the week. During this phone call, our program staff will also discuss the incident with the parent.

## Level 3:

For the third incident of inappropriate behavior, the parent will be called to pick-up the child and the child may not attend the program for the remainder of the week.

## Expulsion from the Program

If Levels 1, 2 and 3 have not resulted in appropriate behavior, the child's participation in the park district program will be terminated.

## Serious Conduct Violations/Immediate Expulsion

The District reserves the right to skip any or all of the levels above and/or immediately expel a child from the program if the misbehavior is of a serious nature. Disrespect of others and jeopardizing safety will not be tolerated.

## DROP OFF/PICK UP

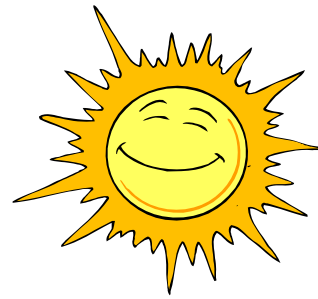
Camp and Camp Child Care meets in the Dee Park gymnasium. Children are to be dropped off and picked up in the gym. You are responsible for ensuring that your child gets to the program and is placed in the care of our staff every day. For your child's protection, he/she must be signed in and out each day. Children will only be released to you or other authorized persons designated by you on the registration form. Changes to your emergency/pick-up list must be done in person and/or in writing - VERBAL CHANGES ARE NOT PERMITTED. Authorized persons picking up children that are not recognized by us will be asked to show a photo identification.

Late Pick Up/Late Fees. Depending on the program your child is enrolled in, he/she must be picked up promptly at the program's ending time (camp at 3:30 pm and child care at 6:00 pm). If late, you will be charged a late fee of \$1.00 per minute per child.



## NEWSLETTERS

Each week a newsletter will be sent home with your child to keep you current on upcoming camp activities. It provides important camp & field trip information.



## ABSENCES

If your child is going to be late or absent, it's important to call the Park District Office at 847-297-3000, ext 34 to let us know.



## RAINY DAYS

Camp meets rain or shine. If it rains, camp is held indoors at Dee Park.



## QUESTIONS/CONCERNS

Your child's Camp Counselor or our Camp Director are always available to discuss any problems or concerns that you may have. Please feel free to call or stop in to speak with them at any time. You can contact the Dee Park Office at 847-297-3000, ext. 34.

## BEHAVIOR & DISCIPLINE

Children are entitled to a harmonious and safe environment so we strive to provide positive, pleasant and fun experiences in a safe, secure environment for all children participating in our programs, therefore, rules are necessary to ensure everyone's safety and enjoyment. All children are expected to adhere to our behavior code which is as follows:

### BEHAVIOR CODE:

#### Participants Shall:

- \* Show respect to all participants and staff.
- \* Refrain from using foul/abusive language.
- \* Refrain from causing verbal or physical harm to other participants or staff.
- \* Show respect for equipment, supplies and facilities.

***RESPECT OTHERS!  
DO NOT HURT OTHERS  
VERBALLY OR PHYSICALLY!***

Our rules for behavior are simple - RESPECT staff, other participants and District property; do not use foul language; and do not harm others (verbally or physically). A firm, caring, positive approach will be used regarding discipline - our purpose is to help a child develop self-control; to learn to assume responsibility for his/her actions; and to learn that there are consequences for your actions. Only positive statements and reinforcement are used to redirect negative behavior.

The District reserves the right to dismiss a participant from the program at any time if his/her behavior is detrimental to others.

The Discipline Procedures are shown on the next page.