

Revised 3/11



CRYSTAL LAKE PARK DISTRICT
**Summer
Day Camp**

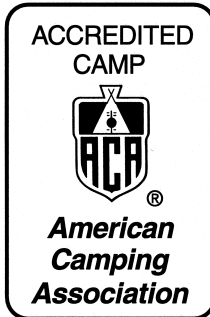


Parent Handbook

Crystal Lake Park District Announces American Camping Association Accreditation



Sexual Harassment



Young Explorers went through the American Camping Association's accreditation process last summer. All of the Crystal Lake Park District Summer Camps are now accredited. Camp is not just entertainment and relaxation; it builds confidence, independence, a sense of responsibility, community and an awareness of nature. Your camper will meet new friends from all over town. They will develop social skills and patience,

and learn water safety. Camp gives children field trip opportunities, that they might not have the chance to experience, and the opportunity to experience informal sports that they might not be able to start in their neighborhood such as Sand Soccer, Whiffle Ball, and Capture The Flag.



CRYSTAL LAKE PARK DISTRICT

*An IAPD/IPRA
Distinguished Agency*

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Sexual harassment is illegal and against the policies of the Park District. Sexual harassment involves (a) making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of employment, or (b) making submission to or rejection of such conduct the basis for employment decisions, or (c) creating an intimidating, offensive, or hostile working environment by such conduct. Any employee who believes that the actions or words of a supervisor, fellow employee, volunteer, intern, vendor, elected official, or any other person involved with the Park District, constitutes sexual harassment has a responsibility to report or complain as soon as possible first to the appropriate supervisor, Director of Parks and Recreation, or to the Crystal Lake Board of Commissioners, in that order. All complaints must be documented in writing and investigated promptly and in as impartial and confidential a manner as possible by the supervisor or Director, or Board of Commissioners. If an employee is not satisfied with the handling of the complaint, or the action taken by the supervisor, then the employee should bring the complaint to the attention of the Director, or subsequently to the Board of Commissioners. In all cases, the employee is to be advised of the supervisor's, Director's, or Board of Commissioner's findings and conclusions.



If you have any concerns or questions, please feel free to contact Sam Thompson (ext. 220) or Susanne Chase (ext. 215) at the Park District office at (815) 459-0680 or Gina at the Rotary Building at (815) 477-5400. And, please remember that parents are always welcome to visit any Day Camps in progress. We ask that you participate.



Health Requirements

For each child's protection, the following health regulations will be required.

1. The child care staff has the authority to refuse any child who shows signs of illness. In such cases, the child care staff's judgment is final.
2. It is the parent's responsibility to verify that their child's daily health is adequate for his/her participation in the program before bringing him/her to the school. A child who shows signs of illness should be kept at home for his/her own good as well as for the protection of other students.
3. If a child becomes ill or injured while at the site, the parent will be notified promptly. The staff will follow the directions stated on the emergency information form concerning your physician and others who are to be notified if a parent or guardian is unavailable. If an ambulance is called, a camp of Extended Time staff member will ride with the child to the hospital.
4. If your child is exposed to a communicable disease, you must notify us immediately so that incubation dates can be verified and/or the health of all children concerned can be protected.

Please do not send your child to Camp and/or Extended Time if they display any of the symptoms below, as they may indicate a real illness:

- Temperature above 100 F in the morning.
- Diarrhea, where more than one abnormally loose stool has occurred in the last 24 hours.
- Vomiting anytime after 6 pm the preceding evening.
- Severe coughing where the child gets red or blue in the face or the child makes a high-pitched croupy or whooping sound after he or she coughs.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Pinkeye (conjunctivitis), evidenced by tears, redness of eyelid lining and irritation, followed by swelling and discharge of pus.
- Infected skin patches that are crusty, bright yellow, dry or gummy.
- Any contagious disease, like chicken pox, measles, mumps, mono, etc.
- If an antibiotic has been given for an ear infection or sore throat, wait 24 hours before sending a child back to camp and/or Extended Time.
- Severe itching of the body or scalp could indicate the presence of lice.
- Severe sore throat or trouble swallowing.
- Constant running nose.

When validated, keeping children home from Camp and/or Extended Time when sick prevents the spreading of disease, so that all kids in the class will be healthier and miss fewer school days.



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Young Explorers Pee Wee Camp

Grades K-1

There will be new experiences, new friends, and participating in group games, arts/crafts, special events and field trips. One of the camp's special features is Red Cross swim lessons and free swim period. A camp T-shirt will be provided and must be worn on all field trip days. All campers should bring a lunch and drink and dress for the weather. Camp closes at 3:30 PM.



Young Explorers Junior Camp

Grades 2-3

Our Junior Campers are bussed to the Nature Center once a session to enjoy campfire cooking, hiking and nature study. Once a session they will participate in fishing and canoeing. There will be new experiences while making new friends during activities such as archery, sports, arts, special events and field trips. An overnight is scheduled and one session features drama with an All-Camp Talent Show. One of the camp's special features are the Red Cross swim lessons with free swim period. A camp T-shirt will be provided and must be worn on field trip days. All campers should bring a lunch and drink and dress for the weather! Camp closes at 3:30 PM.



Young Explorers Senior Camp

Grades 4-5

Fishing, archery and a per session canoe lesson are included in this camp program. There will be new experiences, new friends, participating in activities such as sports, arts, drama, hiking, nature study, special events and field trips. There is an overnight planned. One of the camp's special features is Red Cross swim lessons and free swim period. A camp T-shirt will be provided and must be worn on all field trips. All campers should bring a lunch and drink and dress for the weather. Camp closes at 3:30 PM.



Severe Weather

Lightning-If lightning is seen or thunder is heard, children will be kept indoors and will not be allowed outside until 30 minutes after the last sighting of lightning or sound of thunder. If it is lightning and/or thundering at dismissal time, the parent will need to come inside to sign their child out.

THOR GUARD Lightning Prediction System-The CL Park District has a THOR GUARD Lightning Prediction System. It predicts the potential for a lightning strike. The main base unit is at the Lippold Park Soccer House with satellite units at Main and West Beaches and the Lippold Park Family Golf Center. If the THOR GUARD has gone off, the children will be taken indoors and kept indoors until the THOR GUARD sounds the all clear. If the all clear has not sounded at dismissal time, parents will need to come inside to sign their child out.

Tornado Watch-A tornado watch is in effect when conditions are good for a tornado to form. Our staff will monitor the weather radio and weather conditions when we are under a tornado watch.

Tornado Warning-A tornado warning is in effect when a tornado has been sighted. All children and staff will take shelter immediately.

If a parent comes to pick up their child while we are under a tornado warning, we recommend the parent and child stay in the shelter. If the parent wants to take the child(ren), they must sign the child(ren) out prior to taking them from E.T.



Camper's Behavior

Does everyone want to have fun at camp? We hope so. Sometimes though, inappropriate behaviors can complicate this process. While families and schools are, rightfully, one of the most influential institutions for personal development, Park District programs that supervise children for six hours a day need to be recognized as a legitimate influence in child development. By administering a consistently fair system of discipline, we hope to meet these responsibilities well.

If inappropriate behavior patterns continue, a parent/director meeting will be requested. The objective of this meeting will be to identify strategies that will modify the behavior and restore the fun in camp for that child.

We believe a counselor's role is one of a strong leader, helping children grow toward self-discipline and self-direction. We use cool down time as a means of allowing the child to calm down and we talk to them.

If an unacceptable behavior continues, we will do the following:

1. Talk to the parents or guardian.
2. Write an incident report.
3. After three incident reports the child will be suspended from the program for an appropriate amount of time.
4. If upon return, the behavior continues, the child will be removed from the camp and/or E.T. program.
5. If an incident is of a serious enough nature, we reserve the right to immediately remove the child from the program immediately.
6. Crystal Lake Park District has adopted District 47 behavior guidelines.



Junior High Camp

Grade 6

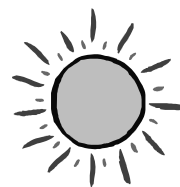
A new summer experience! Junior high campers meet Monday thru Friday. Mornings are at Main Beach and afternoons are at Grand Oaks Recreation Center for sports, crafts, games, music and fun. Field trips are on Tuesdays and are taken with Teen Camp. Friday is all day beach day. Campers should bring a lunch and drink and dress for the weather. We have a wild and crazy overnight lock-in towards the end of camp, as well as some of the best field trips around. A camp T-shirt will be provided and must be worn on all field trips. Camp closes at 3:30 PM.



Teen Camp

Grades 7-8-9

A summer splash of fun! Teen Camp is now Monday thru Friday. Camp meets at the Main Beach. A field trip to Great America, an overnight lock-in at Rinkside in Gurnee, a White Sox Game complete with luxury coach busses, beach days, music, food, friends, and an endless amount of fun ahead this summer. A camp T-shirt will be provided and must be worn on all field trips. Campers should bring a sack lunch and drink and dress for the weather. Camp closes at 3:30 PM.



One Summer at Camp... A Lifetime of Memories.

If you have any concerns or questions, please feel free to contact Sam Thompson (ext. 220) or Susanne Chase (ext. 215) at the Park District office at (815) 459-0680 or Gina at the Rotary Building at (815) 477-5400. And, please remember that parents are always welcome to visit any Day Camps in progress. We ask that you participate.



Extended Camp Time

Extended Camp Time must be signed up for separately from day camp. We provide E.C.T. care for all camp sites: You may register for: AM - 6:15-8:30; PM - 3:30-6:15 or both AM and PM.

Breakfast will be served at 7:30 AM. A menu will be provided at each site. Counselors will see to it that the campers get into their swimsuits for swim lessons. They will also apply home-supplied sunscreen. Parents must sign their children in and out.

Closing Time: Closing time is promptly at 6:15 PM. There will be a late charge when a child is picked up after closing time in the amount of \$10 up to 6:20 PM and \$1.00 per minute thereafter, charged on your next bill.

After 6:30 PM, if we have had no contact from a parent, a responsible party will be contacted to pick up your child. If no one is available from your emergency form, the police will be called and your child will be taken into protective custody until a parent or guardian can be located.

In case you are late and no one is at the E.T. site:

1. Contact the people on your emergency form first to verify whether or not any of them have your child.
2. Call the police if you cannot locate your child.

*Consistent lateness will result in being dropped from the program.



Extra Money

Extra money can be brought to camp on Field Trips (depending on the field trip). On all day beach day the children can purchase items from the concession stand at Main Beach. On field trips some children may want to purchase souvenirs or a special food/drink treat. Please use parental discretion regarding amount. The children are responsible for their own money.



Closed

Camp and E.T. are **NOT** in session on July 4th.



Accidents/Incidents

The staff of the Crystal Lake Park District Summer Day Camp do our best to create a safe, as well as, playful environment for your child to be in. Sometimes we do have the occasional minor accident– a cut finger, a scrape on the knee or elbow, in which case we will administer simple first aid and a band aid. We will not contact you when it occurs, but will inform you in writing about the accident/incident when you arrive to pick up your child. In cases where the injury/incident needs more attention we will immediately contact your or your emergency contact (if you are unreachable), and your child may need to be immediately picked up. If necessary, an ambulance may also be called. In the event that an ambulance is called, your child's counselor will accompany your child. This is required for your child's safety as well as the safety of other campers. We appreciate your understanding and cooperation.



Pickup Procedures

Please pull into the driveway areas at the Rotary Building, Grand Oaks, West and Hannah Beardsley sites. Remain in your car and we will deliver your child to you.

If you need to talk to your counselor, please park and walk in. Please send us a note if your child will be coming to or from camp themselves. A signed letter from you is required in advance if your child is to be picked up during day camp by a person other than those listed on the emergency form. In addition to the signed letter, the person picking up must present a photo ID before your child/children will be released to them.

NOTE: Friday is All Day Beach Day for all day camp participants. Pickup will be in the Main Beach parking lot, over by the baseball field, unless they have ET Camp.

- Thursdays are Field Trip Days for Pee Wee, Jr. and Sr. camp, but the pickup will still be at the respective sites.
- On rain days drop off and pickup are normal. We will bus the children from the Main Beach.

Rain Days: Please don't call the camp sites before 8:00 AM. The decision is made at that time.



Camp Staff/Camp Staff to Child Ratios

Each camp is supervised daily by an adult director who is qualified and experienced. Counselors at each camp are a mixture of mature and enthusiastic adults and college students. We are welcoming many experienced counselors back from last year and adding a few new, talented, and energetic people. All camp staff are put through extensive camp training program which includes such varied topics as supervision and safety techniques to curriculum development, CPR and first aid. Counselors hand in activity plans, which will be made available to you at your request. We are very proud of our staff and think you will feel the same!

Pee Wee Camp 1:6

Jr. Camp 1:8

Sr. Camp 1:10

Jr. High Camp 1:10

Teen Camp 1:10



Sickness

Do not send your child to camp when he or she is sick. We will call if they become sick during camp. Please let us know if your child contracts a contagious disease so we can notify the rest of the campers. We have a form that must be filled out for us to administer medication to your child. The medication must be in an original pharmacy labeled container. NO BAGGIES. Ask your doctor or pharmacist for another container with a label if needed.



Emergency Forms

Emergency forms will need to be handed in before each session. If your child is enrolled in camp for the entire summer, you need to fill out only one emergency form. If your child has special needs, please let your counselor know. Anyone without a completed emergency form will not be allowed to stay. It is extremely important that you indicate on the emergency form in the spaces provided which camp sessions your child/children are expected to attend. This is no way obligates you to those camp sessions.



Field Trips

The campers need to wear their camp T-shirts every field trip and also for group camp pictures. If your child will not be attending a field trip we ask that you make other arrangements for that day because the entire staff participates in the outing. Lunches on the trips must be **COMPLETELY** disposable. If a trip must be cancelled because of rain, we will attend an alternative (indoor) field trip. Waist packs for the safe keeping of money and the freeing up of hands are suggested for all campers on trip days.

NOTE: Junior High and Teen Camps have their fieldtrips Tuesday and all-day beach day on Friday. Extra money is acceptable on these days. Pickup on Friday is at Main Beach over by the baseball field, unless they have E.T.



Swim Lessons

We have hired our own swim director to improve the quality of the camp swim lessons. All campers will be tested to place them in the appropriate swim lesson level. After the initial testing, the campers wear bracelets indicating their swim level.

- Level 1**-clear
- Level 2**-white
- Level 3**-red
- Level 4**-black
- Level 5**-purple (swimmer is allowed to go to the 'perch')
- Level 6 & 7**-orange (swimmer is allowed to go to the raft)

Please bring evidence of the last swim level completed by your child. This will save time testing each child. If you do not wish to have your child attend swim lessons, please send a note so we know you are aware that your child is not participating. Send your child in their swimsuit everyday unless they are in Extended Time before camp. If you have any swim lesson questions, please call Cara Davis at 455-5404.



Daily Schedules

The Jr. and Sr. Campers start off their day at the Main Beach for swim lessons. Pee Wee Campers start at West Beach. We will start promptly at 9:00 AM. Children dropped off early are not our responsibility until camp starts. Beach staff are not responsible for your children. Parents who pick their children up late will be charged a late fee. Extended Time Camp is available if early drop off or late pick up is necessary. **New this year: For the safety of your child/children, if your child/children are camp "no-shows" (including bikers) our staff will be calling you to check on their whereabouts. Please call your child's camp site before 8:00 AM to report any absences.**

8:50 AM	Pee Wee Campers arrive
8:55 AM	Jr. & Sr. Campers arrive please arrive by 8:45 AM on first day of each session.
9:00 - 10:30 AM	Swim lessons/Free swim
11:00 - 11:15 AM	Change clothes/load buses
11:30 - 12:00 PM	Lunch time
12:00 - 2:30 PM	One hour and 15 minutes of out door activities such as: sports and hikes for Pee Wee Campers and archery and nature for Junior, Senior, Jr. High and Teen Campers. One hour and 15 minutes of indoor activities such as: arts and crafts, songs, stories for Pee Wee, Junior and Senior Campers, as well as arts and crafts for Junior High and Teen Campers.



Lost and Found

We have a lost and found box at each site and there is also one in the office buildings at the Main and West beaches. If your child is missing anything, please have him check these locations. All articles left in the boxes will be given to charity at the end of each session.



Guidelines for Campers-Things To Bring Daily

Please have your child bring these things to camp daily. Please label all your child's belongings.

1. Lunch and drink. Lunches are not refrigerated. We suggest freezing your juice box.
2. In the event we are notified of a peanut/nut allergy at your child's camp, there will be NO peanut/nut products allowed.
3. Backpack to carry projects and supplies.
4. Swimsuit
5. Towel
6. Suntan lotion
7. Gym shoes - No sandals. We will be outside and walking in the woods everyday - weather permitting.
8. Please dress children appropriately for the weather. On cold mornings, please dress your child in layers of clothing. It often gets hot by afternoon.
9. Please include clothing for after swimming and a plastic bag to hold wet articles.



Guidelines for Campers-Things Not To Bring

The following items are not allowed at day camp.

- * Headphones or electronic games (Pee Wee-Senior Campers only)
- * Personal sports equipment
- * Pets of any kind
- * Weapons of any kind including, but not limited to, pocket knives, screwdrivers, metal nail files, lighters and/or matches.
- * Drugs or alcohol
- * Cell phones or pagers
- * Any clothing with inappropriate sayings or pictures

Any personally owned items that are brought to camp are not the responsibility of the Crystal Lake Park District if lost, damaged, or stolen. Failure of campers to cooperate with these guidelines will result in suspension from camp.