

SUMMER DAYCAMP



CRYSTAL LAKE PARK DISTRICT





1 E. Crystal Lake Avenue • Crystal Lake IL 60014
815.459.0680 • crystallakeparks.org



ALL OF THE CRYSTAL LAKE PARK DISTRICT SUMMER CAMPS ARE ACCREDITED. FOR THE STANDARD TO RECEIVE ACCREDITATION, PLEASE VISIT ACACAMPS.ORG/ACCREDITATION

NOTE: CONSISTENT TARDINESS IN PICKING UP YOUR CHILD WILL RESULT IN BEING DROPPED FROM THE PROGRAM. THIS APPLIES TO ALL LEVELS OF THE SUMMER CAMP.

PEE WEE CAMP

Grades K-1

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

JUNIOR & SENIOR CAMP

Grades 2-3 & Grades 4-5

Our Campers are bussed to the Nature Center every other week to enjoy campfire cooking, hiking, and nature study. Once a session they will also 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. One of the camp's special features is 3 days of swim lessons, boating, swimming and beach fun. A camp T-shirt will be provided and must be worn on field trip days. All campers should bring a lunch/drink and dress for the weather! Camp closes at 3:30 PM.

TEEN CAMP

Grades 6-9

Teen Camp is Monday thru Friday. Camp meets at the Main Beach. A weekly field trip, beach days, music, food, friends, and an endless amount of fun are planned this summer. A camp T-shirt will be provided and must be worn on all field trips. Campers should bring a sack lunch/drink and dress for the weather. Camp closes at 3:30 PM.

CAMP MISSION

VISION: To have camp build confidence, independence, responsibility, community and an awareness of nature.

MISSION: Our activities are intentionally planned to help your camper meet new friends, develop social skills and patience and learn water safety. Camp gives children informal sports training as well as field trip opportunities that they might not have the chance to experience.



EXTENDED TIME CAMP

Extended Camp Time must be signed up for separately from day camp. We provide ET care for all camp sites. We offer two convenient locations (Glacier Ridge Elementary or Rotary Building). 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 and include cereal, milk, yogurt and juice. Counselors supervise the application of home-supplied sunscreen. Parents must sign their children in and out. Afternoon snacks include fruit, cheese, crackers, pretzels and an occasional treat.

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 from your emergency contact form 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 ET 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.**

CAMP STAFF/CAMPER RATIOS

Each camp is supervised daily by an qualified, experienced adult director. 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 staff for this summer.

All camp staff are put through an extensive camp training program which includes training for supervision and safety techniques, curriculum development, CPR and First Aid. Counselors develop activity plans, and are available to you at your request. We are very proud of our staff and know you will feel the same!

Pee Wee Camp 1:6

Jr. Camp 1:8

Sr. Camp 1:10

Teen Camp 1:10

ILLNESS

Please 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 is exposed to a communicable disease so we can notify the rest of the campers. Do NOT send your child if they have a temperature above 100, vomit or have diarrhea within 24 hours, pink eye, lice or severe coughing.

A medication form (available at campdocs.com) must be filled out for us to administer medicine 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. Medicine will need to be signed in and out with your camp counselor. Medication will be disposed of if not picked up by August 30.



EMERGENCY & MEDICAL FORMS

You will receive a notice from **epactnetwork.com**, our online emergency form method. Emergency forms need to be filled out at the beginning of each summer. Anyone without a completed emergency form will not be allowed to continue with the program. A verification of your child's school vaccinations are required, as well as a tetanus shot. **If you do not vaccinate, we require a note from your doctor with explanation.**



INCLUSION

The Summer Day Camp program provides reasonable accommodations to all participants as requested. If a parent or participant needs assistance in the program, please contact Sam Thompson, Recreation Supervisor at 815.459.0680 x1220, at least two weeks prior to the program start date to discuss reasonable accommodations.

Note: Individual Education Plans (IEP) or (BIP); a master plan of goals and objectives for children with disabilities is not mandated by law in a recreational setting. There will be every effort made to accommodate all participants in Summer Day Camp, however, the Participant Behavior Code of Conduct must be followed to ensure everyone's safety and enjoyment.

CONCESSIONS CARDS

CONVENIENT AND RELOADABLE CONCESSIONS STAND LUNCH CARDS

Initial purchase must be made at the Crystal Lake Administration Office, 1 E. Crystal Lake Avenue.

2. You choose the amount you wish to put on the card.
3. Reloads may be processed at the Administration Office or at Main Beach office.
4. Any remaining money is NON-REFUNDABLE, but may be used on the weekend at Main Beach Concession Stand. It may not be used for other program registration.



FIELD TRIPS

Campers need to wear their camp T-shirts every field trip. If your child will not be attending a field trip we ask that you make other arrangements for that day because staff will be on the field trip.

Lunches on the trips must be **COMPLETELY** disposable. If a trip must be cancelled because of rain, camp will attend an alternative (indoor) field trip.

Extra money (while always optional) can be brought to camp on some field trips. On field trips 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.



NOTE: Teen Camp has their field trips Tuesday and all-day beach day on Friday. Extra money is acceptable on these days. Pickup is at Main Beach by the large planter directly in front of the crosswalk traffic light.

Lost & Found

LOST & FOUND

We have a lost and found box at each site and there is also one in the office building at Main Beach and the day camp sites. 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.

WHAT TO BRING



Please have your child bring these things to camp daily.

1. Lunch and drink. Lunches are not refrigerated. We suggest freezing your juice box. Lunch cards are available for purchase.
2. In the event we are notified of a peanut/tree nut allergy at your child's camp, there will be NO peanut/tree 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 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.

LABEL YOUR CHILDREN'S ITEMS WITH THEIR NAME OR INITIALS

WHAT NOT TO BRING

The following items are not allowed at day camp:

- * Headphones or electronic games
- * 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
- * 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.

DAILY SCHEDULES

We will start promptly at 9:00 AM. Children dropped off early are not our responsibility until camp starts. Parents who pick their children up late will be charged a fee. Extended Time Camp is available if early drop off and/or late pick up is necessary.

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.

8:55 AM	Campers arrive Please arrive by 8:45 AM on first day of each session
9:00 - 2:30 PM	On a Rotating Basis: Outdoor activities such as sports and hikes for Pee Wee Campers; archery and nature for Junior, Senior and Teen Campers Indoor activities include arts and crafts, songs, stories for Pee Wee, Junior and Senior Campers; arts and crafts for Teen Campers
2:45 PM	Clean Up
3-3:30 PM	Announcements, Lost and Found Happy Camper Awards
3:30 PM	Pick-up for Pee Wee, Junior, Senior and Teen Camps



CLOSED

Camp and ET are **NOT** in session on Thursday, July 4.



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. 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 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 you 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.

PICK-UP PROCEDURES

Please pull into the designated areas at the Rotary Building, Coventry Elementary, Glacier Ridge Elementary and Main Beach. Remain in your car and we will deliver your child to you. If you need to talk to your counselor, please park and walk up. 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.

On rain days drop off and pick up are normal. We subscribe to RAINOUT.COM. Instructions on enrollment will be supplied.

RAIN DAYS: Please don't call the camp sites before 8:00 AM. The decision to go to camp sites is made at that time.

BEHAVIORAL POLICY

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.

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. We use cool down time as a means of allowing the child to calm down as 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 ET program.
5. If an incident is of a serious enough nature, we reserve the right to immediately remove the child from the program.
6. As adults, we serve as role models for the children in our camps. If you should have a concern, please address the concern in a calm and appropriate manner. The CLPD has set forth a policy of zero tolerance of work place violence, physical force, harassment, intimidation or abuse by power or authority. Should a situation occur within the program due to inappropriate actions by a parent/guardian that causes excessive time spent by staff, action will be taken and the individual may be removed from the program and cited with trespassing.
7. Crystal Lake Park District has adopted District 47 behavior guidelines.



CUSTODIAL ISSUES

The obligation of staff is to ensure a safe and fun environment for your child. We do not have the ability to resolve custody issues or to be mediators. We understand that children may come from a situation where parents are separated, divorced or currently seeking a divorce. These situations result in various custodial arrangements. The Park District is not able to interpret or make rules relating to custody agreements. This is the responsibility of the custodial parties. The party registering the participant will designate who is authorized to pick up and drop off the participant and that authorization will be for all program times.

The Park District will not be responsible for enforcing time constraints relating to visitation. If custodial issues are in dispute, causing any uncertainty as to which parent is entitled to pick up the child, the Park District asks that you refrain from registering the child until such issues are resolved. If such issues arise once a child has been registered in a program, the Park District expects them to be resolved immediately. If the issue is not resolved immediately, the Park District will consider whether the child may continue to participate in the program. Any court orders from one custodial party to specifically remove the custodial rights of the other party must be submitted to the Park District prior to the child's participation in the program. Be sure to allow at least four full business days to review this paperwork.



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 ET.

