Welcome

Welcome to summer camp at the Homewood-Flossmoor Park District! Camp is part of what makes summer so great. We thank you for choosing our program and look forward to a safe and fun summer with your camper.

Our experienced staff know the importance of summer camp because they were campers in programs just like this one! They remember their counselors and the fun that they had and want to provide that same experience for your child.

This summer is full of field trip adventures, chances to cool off at Lions Club Pool, games, crafts and more. The significance of camp, however, is not in the activities themselves but the life lessons we promote as we play! We will work as a team, support our friends, listen to directions, and gain self-confidence along the way. It’s more than just fun!

We encourage you to read through the following handbook and share this information with your camper. While some information may be familiar, some may be new for 2015 and will help you and your child make the most of your summer with the H-F Park District. Summer is here and we can’t wait for camp to begin!

The H-F Park District Camp Staff Team

H-F Park District Mission
To improve the quality of life for the residents of the Homewood-Flossmoor Park District community through exceptional recreational opportunities, facilities and parks while practicing environmental stewardship.

Our Goal
To create a safe and nurturing environment that stimulates social, emotional, physical and intellectual development; where children can express themselves, build friendships, grow and have fun.

Go Green
The Homewood-Flossmoor Park District loves being green! We want to encourage our campers to be green by bringing reusable water bottles and low-waste lunches to camp.
Registration Procedures

The summer camp season covers a total of nine weeks. You may sign up for camp on a weekly basis. Please refer to the Spring and Summer Choices brochure for pricing. A child must have a completed Child Information Form in order to attend camp. While we understand that many campers are involved in other Park District programs, a Child Information Form is required for summer camp. This form is available during registration and online at hfparks.com under Forms and Resources.

Registration is available for Irons Oaks camps until 4:30 pm on the Friday before the week of camp and for Stomping Grounds camps until noon on the Saturday before the week of camp. After the deadline, registration for that week is closed until Monday morning when the Park District offices open. A $25 fee will be charged for each child when you register on the day of camp. It is best to register at least one week ahead to ensure your child’s spot. Spaces are limited.

Before and After Camp

Before and After Camp is designed for campers who just can’t get enough of camp and for children with working parents. Before Camp takes place from 7:00-9:00 am. After Camp takes place from 3:30-6:00 pm.

Drop-Off Policy

Each child must be walked into camp and checked in with the camp staff. No camper may be dropped off prior to the start time of camp. Important: Children cannot be dropped off or picked up at field trip sites.

Pick-Up Policy

All children must be signed out at the end of the day. Children will only be released to parents/guardians or individuals listed on the Child Information Form. If you wish to authorize additional people to pick up your child, their contact information must be provided on the Child Information Form or in writing. Please be aware and inform anyone, including a parent, who picks up your child that he or she may be asked to show photo identification.

While we will always attempt to follow parental wishes, the Park District cannot prevent a parent from picking up his or her child unless there is a restraining order in place. Please provide the Recreation Supervisor or Site Director with any custody information so that our staff is fully informed.

Late Pick-Up Policy

If you are going to be late, please call the Goldberg Center or Irwin Center and they will contact your child’s Site Director. The late fee is $10 beginning 10 minutes after dismissal time and $1 for each additional minute. This fee must be paid within 24 hours. Chronic late pick-ups of 15 minutes or more may result in dismissal from the program.
Illness

Make sure you have a plan in place in case your child becomes ill while at camp. If you will be unavailable, please have someone lined up who is able to care for your child. This is important for the well being and comfort of your child as well as all of the other campers and staff.

It is the parent’s responsibility to verify her/his child’s daily health is adequate before bringing her/him to camp. A child who shows signs of illness should stay home for the benefit of all. If your child is exposed to a communicable disease, you must notify us immediately for the protection of the campers and staff.

If a child becomes ill or injured while at camp, his/her parent will be notified immediately. Staff will follow the directions stated on the Child Information Form concerning your physician and others who are to be notified if a parent or guardian is unavailable.

A doctor’s note is required for readmitting a child after the following illnesses: Strep Throat, Ringworm and Pink Eye. A physician should diagnose any child who experiences symptoms of a contagious disease. If you have any questions regarding an illness, please call in advance before dropping off your child.

Medication Dispensing

If your child requires medication during the time they are in our care, please notify the Park District and complete the Medical Information Form. Our staff is not authorized to dispense medications. If needed, a staff member can verbally assist your child with taking his or her medication. The Medical Information Form is available during registration, from the site director or on the Park District website at hfparks.com under Forms and Resources.

Health Care Policies

The Park District is not licensed for the care of sick children. Staff have the authority to refuse any child who shows signs of illness using the following guidelines:

- **Temperature of 100 degrees:** A child who is ill may not be at camp, even if controlled by medicine.
- **Vomiting:** A child who vomits will be sent home immediately.
- **Strep throat:** A child must take antibiotics for 24 hrs before returning.
- **Diarrhea:** A child who has diarrhea twice in one day will be sent home.
- **Chicken Pox:** A child must remain home until all blisters have dried and formed scabs. This usually is 7-10 days after the pox began.
- **Ringworm:** Children may return 24 hours after starting treatment. The ringworm must be covered until no longer visible.
- **Pink Eye:** A child with pink eye or conjunctivitis will be sent home. Children may return after 3 doses of drops for re-admittance.
- **Head Lice:** A child must remain at home until the first treatment is completed, with no further active lice or nits seen.
Behavior Expectations

The goal of the Homewood-Flossmoor Park District is to create a safe and nurturing environment where children can build friendships, grow, play and have fun. It is at the discretion of the Site Director to implement the discipline procedures and the discretion of the Recreation Supervisor to suspend a child in violation of the behavior expectations. The H-F Park District appreciates your cooperation and understanding of our behavior expectations. Please direct any questions to your child’s Site Director or the Recreation Supervisor.

1. Respect others
   • Listen to staff and guests
   • Keep hands to self
   • Give personal space to others

2. Respect Property
   • Use supplies, playground equipment and facility space appropriately
   • Use respectful language
   • Use manners
   • Use kind words
   • Talk through disagreements

3. Respect the environment
   • Pick up after yourself and others

4. Respect yourself and your time in the program
   • Make good choices so that you are able to enjoy all that the program offers

*Leave all electronics at home. The Park District assumes no responsibility for lost, broken or stolen personal property.

*General information on these policies is located in our Choices Guide.

Discipline Procedures:

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<thead>
<tr>
<th>First Infraction:</th>
<th>Warning, age-appropriate timeout, parent notification</th>
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</thead>
<tbody>
<tr>
<td>Second Infraction:</td>
<td>One day suspension, parent conference with Site Director</td>
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<tr>
<td>Third Infraction:</td>
<td>Two day suspension, parent conference with Recreation Supervisor and Site Director</td>
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<tr>
<td>Fourth Infraction:</td>
<td>One week suspension (no refunds)</td>
</tr>
<tr>
<td>Fifth Infraction:</td>
<td>Dismissal from program</td>
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Parent Conferences
If a child consistently displays unacceptable behavior during camp, parents may be asked to attend a conference with the Site Director and/or the Recreation Supervisor. Parents may also request a conference to discuss any concerns. Please feel free to ask questions at any time. We believe that open communication between parents and staff is essential for your child’s success and happiness.

Specific Needs
If your child has any specific needs, check the appropriate box on the Child Information Form. Depending on the specific details, special arrangements may be made to best serve the needs of your child. Our goal is that everyone fully enjoys the camp experience.