

Summer Camp Handbook

Parent Handbook

Welcome

Welcome to summer camp at the Homewood-Flossmoor Park District! We thank you for choosing our program and look forward to a safe and fun summer with your camper.

Our staff know the importance of summer camp because many were campers in programs just like this one! They remember their counselors, 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 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 this year 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 enhance the quality of life through diverse and inclusive recreational opportunities, facilities and parks while caring for the environment.

Our Goal

Our goal is to provide you and your camper with an excellent summer camp experience. Our focus is on providing a safe and fun environment for your camper to have fun, learn, grow and develop.

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.



Office Information

Goldberg Center
708-957-0300

Irwin Center
708-957-7275

H-F Racquet & Fitness Club
708-799-1323

Irons Oaks
708-481-2330

Staff

Our Site Directors and camp staff have experience in education and recreation. Multiple staff members have worked with the Park District for a number of years. All camp counselors are CPR certified, background checked, and have completed orientation and training in preparation for summer camp.

Registration & Policies

Registration Procedures

Summer Camp registration is taken on a weekly basis. Please refer to hfparks.com for updated pricing and offerings. 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 at hfparks.com under Programs and Camps.

When space is available, registration is available for all camps until noon the Thursday before camp week. After the deadline, registration for that week is closed.

After Camp

After Camp is designed for campers who just can't get enough of camp and for children with working adults. After Camp takes place from 3:00-6:00 pm at the Irwin Community Center. Irons Oaks and Teen Camp campers who wish to participate in After Camp, registration required, will be bussed to the Irwin Center.

Drop-Off Policy

Each child must be walked into camp and signed 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 or off-site locations.

Pick-Up Policy

Pick up begins 15 minutes prior to camp ending. 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/guardian, who picks up your child that they may be asked to show photo identification.

While we will always attempt to follow parental wishes, the Park District cannot prevent a parent or guardian from picking up their 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, Irwin Center or Irons Oaks and they will contact your child's Site Director. The first late pick-up will result in a \$10 late fee if within 10 minutes. If child is picked up late a second time and so forth you will be charged \$1 per minute. This late fee will be added to your SmartRec account and must be paid prior to your child returning to the program. If you pick-up your child consistently late the child may be removed from the program.

Illness & Medication

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 or guardian's responsibility to verify their child's daily health is adequate before bringing their child to camp. A child who shows signs of illness or symptoms of COVID-19 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, their parent or guardian 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 Programs and Camps.

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 hours 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 for re-admittance after 3 doses of drops.
- **Head Lice:**
A child must remain at home until the first treatment is completed, with no further active lice or nits seen.

Behavior Expectations

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.

***Please note that all behavioral situations are reviewed on a case-by-case basis, and depending on the severity and circumstances, disciplinary action may be escalated within the disciplinary chart regardless of whether the incident is a first, second, or subsequent infraction.**

1. Respect others

- Listen to staff and guests
- Keep hands to self
- Give personal space to others
- Use respectful language
- Use manners and kind words
- Talk through disagreements

2. Respect Property

- Use supplies, playground equipment and facility space appropriately

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:

First Infraction:	Warning, age-appropriate timeout, parent notification
Second Infraction:	One day suspension, parent conference with Site Director (no refunds)
Third Infraction:	Two day suspension, parent conference with Recreation Supervisor and Site Director (no refunds)
Fourth Infraction:	One week suspension (no refunds)
Fifth Infraction:	Dismissal from program (no refunds)

Parent/Guardian Conferences

If a child consistently displays unacceptable behavior during camp, parents/guardians may be asked to attend a conference with the Site Director and/or the Recreation Supervisor. Parents/guardians 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/guardians 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 for everyone to fully enjoy camp.