

NEW LENOX COMMUNITY PARK DISTRICT



2017

CAMP SUNSHINE PARENT HANDBOOK

CHERRY HILL PARK
NEW LENOX, IL

MISSION STATEMENT

The mission of the New Lenox Community Park District is to provide safe recreational opportunities through diverse programs, facilities, and open spaces, with the overall goal being the improvement of quality of life in our community.

Welcome to the New Lenox Community Park District Camp Sunshine Program. Your child is about to begin a program that will be both exciting and educational. Most of all, our program is designed for fun! The following handbook of information is created for you to assist in offsetting any questions you may have regarding Camp Sunshine. Please keep this handbook to refer to throughout the summer. Periodically, additional information may be sent home during camp. Please feel free to call if you have any questions concerning Camp Sunshine. We're looking forward to a safe and enjoyable summer!

New Lenox Community Park District
Camp Sunshine Leaders and Counselors

Camp Sunshine Cell Phone: 779-435-2446

Recreation Office: 815-485-3584

General Information

During days at the park, campers will be creating weekly crafts. There will also be free play, team sports and activities to gain a sense of fair play, and water games depending on the weather. **Campers will need a lunch and a water bottle(s) every day of camp unless otherwise noted. It is also mandatory that you send your camper with sun block on and a towel.** All of these items can be brought in a backpack. Please be sure to label all of your child's belongings to avoid confusion.

About the Staff

A highly qualified and experienced adult leader will be supervising Camp Sunshine. Counselors at Camp Sunshine are a mixture of mature and enthusiastic adults or college and high school students. All camp staff is put through a camp training program which includes such varied topics as supervision and safety techniques to curriculum development and character development. We are proud of our staff and know that you will feel the same.

Participant Emergency/Information Form

The Participant Information Form will be given to you at Camp Orientation or on the first day of camp. Please be sure to fill it out properly and completely before camp starts. If at any time you wish to update this form, please see the Camp Sunshine Leader. The Camp Sunshine Leader will have this form with them at all times while camp is in session.

Camp Sunshine T-Shirts

The Park District will be handing out your child's T-shirt at Camp Orientation or on the first day of camp. **Camp Sunshine T-Shirts must be worn every day at camp, especially on field trip days.** If your child comes to camp on a field trip day without his/her T-shirt, one will be given to them, and you will be charged \$7.00.

Clothing

Campers should wear jeans or shorts and their camp T-shirt every day. We will have schedule water days and your child should come to camp wearing their bathing suit. Please be sure to label the camp T-shirts with your child's name to avoid misplaced T-shirts. This can be done on the tag on the collar of the shirt.

Lost and Found

Please encourage your child to keep track of his or her belongings. Campers are not allowed to bring electronic games or valuable belongings to camp. The Park District and its counselors will not be held responsible for lost or stolen items. At Cherry Hill Park, there will be a lost and found area where all belongings left at camp will be placed.

Camp Sunshine Discipline

In order to provide a safe and effective day camp program for your child, certain rules have been established and **must** be followed. Disciplinary action will be taken if rules are ignored. We have a three strike policy:

- Strike One: Written Warning, parent signs form
Strike Two: Written Warning, parent signs form, conference with supervisors to talk about behavior modifications
Strike Three: Dismissed from program, no refund given

Campers should adhere to the following:

- All campers will listen to and follow any instructions that are given by a Camp Sunshine Leader or Counselors.
- Campers will respect their Leader and Counselors, as well as their fellow campers.
- Campers will demonstrate good sportsmanship while participating in any activity.
- Campers are to inform a staff member when being disturbed, taunted, or bullied by other campers.
- Fighting, the use of offensive language, or any other demonstrations of inappropriate behavior will not be tolerated under any circumstances.
- **All personal electronic equipment should be left at home unless the camper has camp staff permission to bring such items from home.** This includes, but is not limited to, radios, iPods, hand-held games, trading cards, etc.
- Campers shall not bring any animals, toy weapons or personal sports equipment from home unless they have written permission from camp staff.

Sign-in/Sign-out Procedure

A parent/guardian sign-in/sign-out procedure has been established at the New Lenox Community Park District. **Signing your child in and out is MANDATORY at the beginning and end of each day.** Identification will be required when picking up or

dropping off your child. Once we start to recognize faces, you will no longer need an ID. You **must** walk up to the pavilion to sign your child in and out every day. Your child will not be allowed to leave camp with anyone who is not listed on the Drop-off and Pick-up Permission Form. All information is kept confidential.

If your child will be arriving to camp late or departing early, please inform the Camp Sunshine Leader. If someone else will be dropping off or picking up your child, please inform the Camp Sunshine Leader. If you need to speak with a counselor, please wait until the entire group has been dismissed.

Arrival/Departure

Camp Sunshine begins at 9:30 am and ends at 1:30 pm. The New Lenox Community Park District does not supply transportation. Please do not drop your child off before the start time (supervision begins at 9:30 am) and please be prompt when picking your child up after camp each day. If you will be late when picking up your child, please call the Camp Sunshine Cell Phone at 779-435-2446 to inform the Leader that you will be late.

****Late Fee:** There will be a five minute grace period for picking up your child. You will be charged \$1.00 for every minute passed 1:35pm. You will receive one warning. After your warning, then the money is due either when you pick your child up or before you drop your child off the following morning.

Lunch

Campers are required to bring a lunch and a water bottle(s) to camp. They will be eating their lunch inside of Cherry Hill Gymnasium. There will be an end of the year barbeque during the last session. If your child does not like hot dogs, we ask that you send them with their own lunch. They can still help themselves to chips and lemonade.

Inclement and Severe Weather Facility

Cherry Hill Kindergarten School gymnasium will be used in case of inclement/severe weather conditions during Camp Sunshine hours. The gymnasium will also be used on especially hot days to get the campers out of the heat for a part of the day. Sign in/sign out during inclement or severe weather conditions will be held in Cherry Hill Kindergarten Gymnasium. Camp will not be canceled for inclement/severe weather unless you are contacted by a Park District staff member.

Medications

We encourage giving your child their medication prior to camp. If your child needs to take medication during the camp day, we can make sure that your child self-medicates at the proper time. The staff is not able to dispense medication to a camper. In order for medications to be administered, we must receive a completed Medication Form.

Health and Safety

If your child is ill or has a fever, we discourage their participation. Please do not send a camper who has any of the following symptoms the morning of camp: fever, diarrhea, vomiting, pink eye, etc. If we are made aware of a contagious disease that was brought to camp, such as chicken pox, strep throat, lice, or pink eye, we will notify you as soon as possible. We will, of course, respect your confidentiality in reporting the illness.

If a child becomes ill during camp, a parent will be notified and asked to pick up their child. If a parent is unavailable, the emergency contact will be called. At the end of the camp day, you will be notified by the Camp Sunshine Leader of any medical problems that occurred at camp such as a cut, bruise, sprain, etc.

We are working to provide a safe, entertaining, and educational summer for your child. We are confident that you will be pleased with our program, but should you have any questions or concerns regarding Camp Sunshine Camp, please feel free to call Dianna Kroll at the Recreation Office at 815.485.3584. If you need to speak with Camp Sunshine Leader please stop in before or after camp!