



PROGRAM HANDBOOK

CHERRY HILL PARK

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

Program Contact Information

Program Supervisor: Tracy Wrase

Office Phone: 815-485-3584 (M-F 9:00am-4:00pm)

Email: twrase@newlenoxparks.org

Camp Sunshine Cell Phone: 815-739-3133 (M-Th between 9:30am-1:45pm)

website: www.newlenoxparks.org

Camp T-Shirts

The Park District will hand out your child's camp T-shirt on the first day of camp. Camp Sunshine **T-Shirts must be worn every day at camp**. If your child comes to camp without his/her T-shirt, one will be given to them, and you will be charged \$7.00. Please be sure to label the camp T-shirt with your child's name to avoid misplaced T-shirts.

Discipline

In order to provide a safe and effective 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 and a conference with supervisor 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 staff
- Campers will demonstrate good sportsmanship while participating in all activities.
- Fighting, the use of offensive language, or any other demonstrations of inappropriate behavior will not be tolerated under any circumstances.
- Campers are not allowed to bring any personal items from home.

Electronic Devices/ Personal Belongings

The Park District encourages you to keep cell phones at home. If you have to send your child with a cell phone, it must be kept in their bag. If you have to call your child, you must call the Camp Sunshine cell phone. This phone is carried by the staff all day. Any other electronic devices or personal belongings are not allowed at camp. We are not responsible for any electronic devices or personal belongings.

Field Trips

Field Trip information will be available on our parent portal. The parent portal can be accessed through our website www.newlenoxparks.org, under the camps page. You will be emailed a password to gain access to the parent portal. If you have any issues logging into the parent portal page, contact Tracy Wrase. On field trip days we may ask for you to send your child with their car seat/booster seat if needed.

Health and Safety

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. 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.

Inclement and Severe Weather Facility

Cherry Hill 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 weather will be held at Cherry Hill School, in the gym. Camp will not be canceled for inclement weather unless you are contacted by a Park District staff member.

Lunch

Campers are required to bring a lunch and a water bottle(s) labeled with first and last name to camp. You will be notified when the Park District provides a lunch and what will be served.

Medications

If medication needs to be administered to your child while they are attending Camp Sunshine, a licensed physician must provide written permission for our staff to do so. This must include specific directions for administering the medication. Written permission must be given by the parent/guardian as well.

Sign-in/Sign-out Procedure

Camp Sunshine begins at 9:30am and ends at 1:30pm. The New Lenox Community Park District does not supply transportation. Please do not drop your child off before the start time, supervision begins at 9:30am. If you will be late when picking up your child, please call 815-739-3133, to inform the staff that you will be late**.

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.** A valid driver's license will be required when picking up your child. We ask that you walk-up to the school door or the pavilion at the park, when picking up your child.

If your child will be arriving to camp late or departing early, please inform the Camp Sunshine staff. Anyone picking up your child must be on the drop-off/pick-up permission form. Your child will not be allowed to leave camp with anyone who is not listed on the drop-off/pick-up permission Form.

****Late Fee:** There will be a five-minute grace period for picking up your child. You will be charged \$1.00 for every minute after 1:35pm. We will waive a late pick up fee once. After that, we will place a late pick up fee on your Park District account which must be paid off in order to continue coming to camp.

Sunscreen

We recommend you send your child to camp wearing sunscreen. If additional sunscreen is needed throughout the camp day, spray sunscreen will be available for staff to assist children with sunscreen application. Parents are welcome to send campers with their preferred spray on sunscreen to camp. Do not send any sunscreen lotion that must be applied with hands, spray on sunscreen only.

Water Days

We will inform you of these water days in advance. On water days, your child should come to camp wearing their bathing suit, under camp clothes. This information can also be found on the parent portal page.

Camp Sunshine Program Handbook 2019

I have read the handbook and agree with the information provided. I understand, and have spoken with my child in regards to the behavior policy. I understand that if my child receives three strikes, I do not receive a refund for the week of camp and that my child will be dismissed from the program.

Campers Name (Please Print): _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____