

NEW LENOX COMMUNITY PARK DISTRICT



2019

PARENT HANDBOOK

Nelson Campus
NEW LENOX, IL

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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 improvement of the quality of life in our community.

Welcome to Camp Wewannago with the New Lenox Community Park District. Your child is about to begin a program that will be both exciting and educational. Most importantly, our program is designed for fun! The following handbook of information is created for you to assist in addressing any questions you may have regarding Camp Wewannago. Please keep this handbook as a reference throughout the summer. Periodically, additional information may be posted on the Summer Camp Parents' Portal. Please feel free to call if you have any questions concerning Camp Wewannago. We're looking forward to a safe and enjoyable summer!

*New Lenox Community Park District
Camp Wewannago Leaders and Counselors*

Camp Wewannago Blue Cell Phone: 779.435.2446

Camp Wewannago Green Cell Phone: 815.666.5078

Early Risers/Night Owls Cell Phone: 815.666.4218

Kelly Molloy, Recreation Supervisor, kmolloy@newlenoxparks.org

Olga Viano, Deputy Director of Recreation

815.485.1737

Registration Information

You will be required to pay a one-time registration fee of \$30.00 per child when you register for the program. At the time of registration, you are required to submit your Participant Information Packet. Weekly registration is due by the Thursday of the previous week by 8:00am. Online registration is available or you can complete a registration form. These forms can be dropped off at either Registration Office, given to staff at the program, faxed in or mailed in. If payment is not received on time, a \$25.00 late fee per child is applied to your total. We offer a Commitment Form and Financial Agreement Form for any individuals that will be attending on a regular basis. By completing these forms, your registration will be processed each Monday of the previous week.

Campers are not allowed to be dropped off at the program if they are not registered or arriving with payment. If you plan to drop your child off with payment, the following fees will apply:

- Single day fee of \$50.00 for Camp Wewannago and/or \$16.00 for Early Risers or Night Owls
 - Absolutely NO drop-offs on Wednesdays and Fridays due to bussing
- If you are not registered for that week, a \$25.00 late fee per child
 - If you are already registered for the week, you will not be charged the \$25.00 per child late fee, but you will be required to pay the one-day rate for each day your child will be attending Camp Wewannago and Early Risers/Night Owls.

General Information

During days at the park, campers will be creating crafts, enjoying free play, team sports and activities and water games depending on the weather. **Campers will need a lunch and water bottle(s) every day of camp unless otherwise noted. It is also mandatory that you send your camper with sunscreen, preferably spray sunscreen, and a towel each day. Please be sure to apply sunscreen before camp begins. There will be times during the day that we will have the campers reapply their sunscreen. Camp staff will not apply sunscreen to your camper, but they will supervise the application by the campers. We are not responsible for sunburns. Please take the time to show your child how to apply sunscreen. All of these items should be brought in a backpack. Please be sure to label all of your child's belongings with their name to avoid confusion.** 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 staff will confiscate any electronic and will return it to the camper when they depart camp.**

About the Staff

A highly qualified, experienced and CPR/First Aid trained adult leader will be supervising Camp Wewannago. Counselors at Camp Wewannago are a mixture of mature and enthusiastic adults and college students. All camp staff is put through a camp training program which includes such varied topics from supervision and safety techniques, to curriculum and character development. We take pride in our staff and know that you will feel the same.

Camp Wewannago “Split”—New Information!

Starting this year, Camp Wewannago will meet at the same location for drop-off and pick-up, the South Nelson Pavilion, but will split into two groups while at the Nelson Campus. We will be separated by grade levels—Kindergarten through third grade and fourth grade through seventh grade. Our “Blue” group (K-3) will hold Camp on the Nelson Prairie side and the “Green” group will hold Camp on the Nelson Ridge side. We have decided to separate by grades so the children can participate in smaller groups with children of similar age. Blue and green Camp Wewannago groups will come together for field trips.

Summer Camp T-Shirts—New Information!

The Park District will be handing out your child’s T-shirt(s) at time of registration or the Camp Orientation. Camp Wewannago 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 your Park District account will be charged \$7.00. **Please be sure to label the camp T-shirts with your child’s first and last name to avoid misplaced T-shirts. This can be done on the inside collar of the shirt with a permanent marker.**

New this year: If your child is in grades K-3, they will be required to wear a blue Camp Wewannago T-shirt and will not be permitted to wear a green Camp Wewannago T-shirt. Grades 4-7 will be wearing a green Camp Wewannago T-shirt this summer.

Campers should wear comfortable clothing and their camp T-shirt every day. On several Thursdays, we will be walking to The Creamery. We ask that your child wears socks and gym shoes on these days, as well as days we travel downtown Chicago and to various parks in New Lenox.

Participant Information Form

The Participant Information Form will be given to you at the time of registration or at Camp Orientation. This form will need to be returned the same day you receive it. If at any time you wish to update this form, please see the Camp Wewannago Leader. The Camp Wewannago Leader will have this form with them at all times while camp is in session.

Lost and Found

The Park District and its counselors will not be held responsible for lost or stolen items. At the sign in/out tables, there will be a lost and found area where all belongings left at camp will be placed.

Camp Wewannago 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, phone call with Recreation Department 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 a Camp Wewannago Leader or Counselor*
- Campers will respect their Leaders 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 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 items 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. **Apple Watches or Smart Watches are not allowed at Camp. If you need to get in contact with your child, please call the Camp phone***
- Campers shall not bring any animals, toy weapons or personal sports equipment from home unless they have written permission from camp staff*

Additional rules may be developed for Camp Wewannago as deemed necessary by staff. The NLCPD reserves the right to terminate a party's participation in a Park District program due to that party's disruptive behavior or conduct.

Cell Phones/Electronics

*We do understand that some children have their own cell phones. We will allow your child to bring their cell phone to camp; however, it must be kept in their bag. It is not allowed to be kept in a pocket for safety reasons. If you have to call your child, you must call the Camp Wewannago cell phone. This phone is carried by the Camp Wewannago Leader all day. Electronic devices are not allowed at Camp Wewannago. We will not provide time for children to play with electronics. **Apple Watches or Smart Watches are not allowed at Camp. Again, we are not responsible for any lost or stolen phones or electronics.***

Sign-in/Sign-out Procedure

A parent 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. 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 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 Wewannago Leader with a written note. If someone else will be dropping off or picking up your child, please inform the Camp Wewannago Leader with a written note. This person must still be on the approved Pick-Up list. If you need to speak with a Counselor, please wait until the entire group has been dismissed.

Arrival/Departure

Drop-off and Pick-up will be held at the South Nelson Pavilion. Please park in the south parking lot. In case of inclement weather at time of drop-off or pick-up, sign in/out at Nelson Ridge. Enter through the main entrance.

Camp Wewannago begins at 9:00am and ends at 4:00pm. Please do not drop your child off before the start time (supervision begins at 9:00am) and please be prompt when picking your child up after camp each day. Please be sure to pick up your child on time. There is a five minute grace period granted for picking up your child. At 4:05pm, if you have not arrived to pick your child up from Camp Wewannago, your child will be taken to our after camp program, Night Owls, held at Nelson Prairie Elementary School. You will pick up your child at that location and you will be required to pay the fee of \$16.00 which is the one day Night Owl fee.

Lunch/Snacks

Campers must provide their own lunch each day of camp, unless otherwise noted. Campers are required to bring a drink for lunch as well. Camp is not equipped with a refrigeration system for perishables. Since lunch at camp may not be until noon or 12:30pm, we strongly encourage campers to eat breakfast before arriving at camp. If you would like to send your child with a snack you are more than welcome to do so. There is time throughout the afternoon where campers that have brought a snack will be able to eat it.

Absences and Transfers

If your child will not be attending camp on a scheduled day, please call the camp cell phone as soon as possible to notify them of your child's absence. If it is after camp hours, please leave a voicemail. **PLEASE BE AWARE THAT WE DO NOT CREDIT ACCOUNTS FOR DAYS ABSENT WITHOUT A DOCTOR'S NOTE.** If you no longer need a day that you have registered for, we are only able to transfer your child once. After that one time, we are not able to transfer your day, credit your account or refund you for the days your child will not be attending camp.

Inclement and Severe Weather Facility

Nelson Prairie and Nelson Ridge Elementary Schools' cafeterias will be used in case of inclement/severe weather conditions, including extreme heat, during Camp Wewannago hours. The cafeterias will 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 Nelson Ridge Elementary School. To enter Nelson Ridge Elementary School, please use the main entrance. Camp will not be canceled for inclement/severe weather unless you are contacted by a Park District staff member.

Photo Disclaimer

Registrants and participants permit the taking of photos and videos of themselves and their children during Park District activities for publication and use as the Park District deems necessary.

Camp Calendar

For the safety of your children, we will not be posting our camp calendars on our website or Facebook page for the public to view. The camp calendars will be available through the Summer Camp Parents' Portal. **Enrolled families will be emailed the password after the Camp Orientation Meeting.** The weekly activity schedule will also be posted on the Summer Camp Parents' Portal.

Medications

We encourage giving your child their medication at home 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. If medication must be administered during camp time, we must receive a completed Medication Form. The medication must be in the original prescription bottle.

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. The Camp Wewannago staff has the right to refuse a child who appears too ill to attend camp that day. 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. For the safety of our staff and other campers, all children must be potty-trained.

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.

Early Risers and Night Owls

To accommodate working parents, we offer before and after camp care. The doors of Nelson Ridge Elementary School open at 6:30am. Our Early Risers' staff will provide your child with breakfast and they will be walked to Nelson Prairie/Nelson Ridge respectively (Camp Wewannago). After camp ends at 4:00pm, our Night Owls staff will walk your child to Nelson Ridge Elementary School and we will be open until 6:30pm. We utilize the main entrance for drop-off and pick-up. An afternoon snack, drink and activities will be provided. **Additional registration forms and payment is required for this and must be turned in by 8:00am on or before the Thursday of the previous week in order to attend.** Early Risers begins at 6:30am and Night Owls ends at 6:30pm. You do not have to arrive at 6:30am for Early Risers. You are able to arrive at a later time but the fee does not reduce.

Hibernia Park

On several days throughout the summer we will be going to Hibernia Park. Hibernia Park is located on the corner of Eagle Circle and Blarney Road in New Lenox. Hibernia Park has the following amenities: Splash Pad, playground, sand volleyball court, fishing pond and concessions. Campers are encouraged to bring a fishing rod on these days to try and catch that big fish! **Be sure to label the rod with your child's name.** Please either send your child in his/her bathing suit or put it in a backpack for them to bring to camp. Campers will need to bring their own towel. Please write your child's name on their towel. We will only be going to Hibernia Park weather permitting. You are able to send your child with additional money for concessions, but it is not required.

Wednesday Water Days/Water Activities at Nelson Campus

Please send your camper in his/her bathing suit or put it in a backpack for them to bring to camp on Wednesdays. Campers will also need to bring their own towel with their name written on it with permanent marker. We will be attending a different aquatic center each week. Campers will need to bring their own lunch. Additional money is allowed for snacks at the concession stands. All campers will be paired with a buddy of the same swim level. They are required to be together for the entire day. The campers will also be required to check-in periodically with the Leader at a designated area in the aquatic center. Camper to counselor ratio will be 7:1 on these days.

In an effort to help keep campers cool, water activities may take place during the camp day. As a result, it is probable that your camper will get wet at times. If you have any objections to their participation, please inform the Camp Leaders or Counselors.

The Creamery New Lenox

Several days throughout the summer, we will be walking to The Creamery from Nelson Campus. You **must** send money with your child on these days in an envelope. You will be receiving a list of items that will be available for purchase. On the outside of the envelope, please write down your camper's name and what they are purchasing. Inside the envelope please put the exact amount of money for the item. No tax is charged; therefore, the amount on the menu is what each child is charged. This will make it much easier for the employees at The Creamery. Also, be sure that your child wears socks and gym shoes.

Friday - Field Trips

On field trips days, we will have a 7:1 ratio of campers to counselors. Please be sure that your child is wearing his/her blue/green **Camp Wewannago T-shirt** on this day. Unless otherwise noted, pick-up time will be 4:00pm on these days. If the bus is going to be late, we will send a Park District representative to Nelson Campus to notify you of the late arrival. You may send money along on field trips for souvenirs and other items, but it is not required. However, all campers are responsible to hold their own money and belongings; counselors will not hold it for them. All campers must attend field trips if they are registered on the designated field trip day. If you do not want them to attend, then they must stay at home.

ALL FIELD TRIPS ARE SUBJECT TO CHANGE