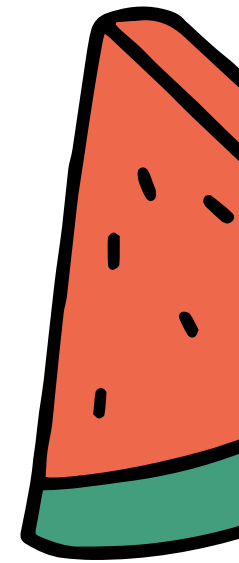


**CHANNAHON  
PARK DISTRICT  
SUMMER CAMP  
HANDBOOK  
2024**



# **WELCOME TO SUMMER CAMP!**

**CAMP HERITAGE** WILL CONSIST OF THREE, 3-WEEK SESSIONS,  
MONDAY-FRIDAY, MONDAY/WEDNESDAY/FRIDAY, OR  
TUESDAY/THURSDAY.

SESSION 1 WILL RUN **JUNE 3-21**,  
SESSION 2 WILL RUN **JUNE 24-JULY 12** WITH NO CAMP ON JULY 4 AND  
SESSION 3 WILL RUN **JULY 15-AUGUST 2**.

**KINDER CAMP** WILL CONSIST OF THREE, 3-WEEK SESSIONS,  
MONDAY-FRIDAY.

SESSION 1 WILL RUN **JUNE 3-21**,  
SESSION 2 WILL RUN **JUNE 24-JULY 12** WITH NO CAMP ON JULY 4 AND  
SESSION 3 WILL RUN **JULY 15-AUGUST 2**.

**CAMP PHONE NUMBER: 815-351-9720**

**\*SAVE THIS IN YOUR PHONE!**

**PLEASE CALL THIS NUMBER IF YOU NEED TO GET A HOLD OF  
CAMP DIRECTORS.**

CAMP HERITAGE AND KINDER CAMP WILL MEET ON THEIR SCHEDULED DAYS, 8:00AM TO 5:30PM AT THEIR DESIGNATED DROP OFF & PICK UP LOCATION. LOCATIONS OF EACH GROUP ARE LOCATED ON THE MAP ATTACHED TO THE EMAIL. WE WILL HOWEVER TAKE ADVANTAGE OF CENTRAL PARK'S SPACE AND AMENITIES, AS WELL AS OTHER CLOSE DESTINATIONS, DURING THE DAYS' ACTIVITIES.

YOU AND YOUR CHILD ARE REQUIRED TO SIGN THE PARENT CODE OF CONDUCT & PARTICIPANT BEHAVIOR CONTRACT, ONCE YOU HAVE GONE OVER THE EXPECTATIONS OF CAMP. FEEL FREE RETURN THESE FORMS VIA EMAIL OR HAND THEM DIRECTLY TO YOUR COUNSELORS.

# **EACH DAY YOUR CHILD WILL NEED TO BRING THE FOLLOWING ITEMS TO CAMP**

**(LABEL EVERYTHING WITH CHILD'S NAME):**

A LUNCH BROUGHT IN A COOLER AND BEVERAGE. WE RECOMMEND THAT YOUR CHILD BRING WATER OR JUICE FOR THEIR BEVERAGE. POP OR SODA MAY CAUSE DEHYDRATION DUE TO THE SUMMER HEAT.

THERE IS NO REFRIGERATION AVAILABLE.

AN AFTERNOON SNACK.

A REFILLABLE WATER JUG THAT THE CHILD CAN EASILY CARRY. WE WILL HAVE OPPORTUNITIES TO REFILL THROUGHOUT THE DAY. NO GLASS BOTTLE PLEASE!

A BACKPACK FOR ALL PERSONAL BELONGINGS.

A SWIMSUIT AND TOWEL ON SWIM DAYS ALONG WITH OTHER INDICATED WATER DAYS. A REMIND WILL GO OUT TO NOTIFY YOU OF THESE DAYS.

## **SUN BLOCK**

(PLEASE APPLY A LAYER BEFORE DROPPING YOUR CHILD OFF AT CAMP).

HAND SANITIZER

CAMPERS ARE REQUIRED TO WEAR GYM SHOES AND SOCKS EVERYDAY. SANDALS CAN BE BROUGHT AND MAY ONLY BE WORN DURING WATER ACTIVITIES, OR TO THE POOL, ON INDICATED WATER DAYS.

COUNSELORS CAN ONLY ASSIST CAMPERS WITH SUNBLOCK IF THERE IS ANOTHER COUNSELOR PRESENT.

**PLEASE TALK TO YOUR CHILD ABOUT THE IMPORTANCE OF RE-APPLYING SUNBLOCK** AND THE PROPER USE OF THEIR SUN BLOCK. USING SUNBLOCK AS A WEAPON OR INAPPROPRIATELY WILL RESULT IN DISCIPLINARY ACTIONS.

## **PARTICIPATING IN PARK DISTRICT PROGRAMS WHILE AT CAMP**

OUR CAMP STAFF WILL TRANSPORT YOUR CHILD TO/FROM OTHER PARK DISTRICT PROGRAMS (SPORTS CAMPS, GOLF CAMPS, COOKING CLASSES, SWIM LESSONS ETC.) THAT ARE HELD DURING CAMP HOURS 9-4 PM.

*IF YOUR CHILD IS SIGNED UP FOR THE 9:30 SWIM LESSONS, PLEASE SEND THEM TO CAMP ALREADY DRESSED IN THEIR SWIMSUIT.*

*IF YOU ARE SIGNING YOUR CHILD UP FOR GOLF, PLEASE SIGN THEM UP FOR THE 10-11AM SLOT.*

COUNSELORS MUST HAVE THE FORM BELOW WITH THE PROGRAM INFORMATION IN WRITING IN ORDER TO GET THEM TO AND FROM.

PLEASE PROVIDE YOUR CHILD'S NAME, NAME OF PROGRAM, DATES, TIMES AND LOCATION OF PROGRAM.

PARTICIPANTS WILL BE TRANSPORTED IN A 12-PASSENGER VAN OR A MINI-VAN. SHOULD YOUR CHILD REQUIRE A BOOSTER CHAIR, YOU WILL BE RESPONSIBLE FOR PROVIDING ONE TO THE PARK DISTRICT. YOU ARE WELCOME TO LEAVE AN EXTRA BOOSTER CHAIR AT THE FACILITY FOR THE SUMMER.

### **CHANNAHON PARK DISTRICT DAY CAMP PROGRAM PARTICIPATION FORM**

ALL DAY CAMP PARTICIPANTS ARE ENCOURAGED TO PARTICIPATE IN OTHER CHANNAHON PARK DISTRICT PROGRAMS DURING DAY CAMP HOURS FROM 9-4PM FOR THE REGULAR PROGRAM COSTS. OUR STAFF WILL TRANSPORT YOUR CHILDREN TO THEIR PROGRAMS. WE CAN ONLY TRANSPORT TO CHANNAHON PARK DISTRICT PROGRAMS.

PLEASE LIST BELOW ANY ADDITIONAL PROGRAMS THAT YOUR CHILD WILL ATTEND.

| <b>NAME</b> | <b>PROGRAM</b> | <b>DATES</b> | <b>DAY</b> | <b>TIMES</b> |
|-------------|----------------|--------------|------------|--------------|
| _____       | _____          | _____        | _____      | _____        |
| _____       | _____          | _____        | _____      | _____        |
| _____       | _____          | _____        | _____      | _____        |
| _____       | _____          | _____        | _____      | _____        |

# ARRIVAL & DISMISSAL PROCEDURE

DROP OFF & PICK UP FOR CAMP HERITAGE AND KINDER CAMP WILL BE AT YOUR DESIGNATED LOCATION EITHER IN CENTRAL PARK OR AT ARROWHEAD COMMUNITY CENTER FROM 8AM TO 5:30PM.

WE DO NOT SIGN CHILDREN IN BEFORE 8:00 AM.

WE ARE NOT RESPONSIBLE FOR CHILDREN UNTIL THEY ARE SIGNED IN. SCHEDULED ACTIVITIES BEGIN AT 9AM. FOR YOUR CONVENIENCE, A COUNSELOR WILL BE STATIONED AT YOUR PICK UP / DROP OFF LOCATION WITH THE SIGN-IN/SIGN-OUT CLIPBOARD. ANYONE WHO IS BRINGING YOUR CHILD TO CAMP MUST SIGN HIM/HER IN.

UPON DISMISSAL, WE REQUIRE THAT YOU SIGN YOUR CHILD OUT FOR THE DAY. WE WILL AGAIN HAVE A COUNSELOR STATIONED AT YOUR DESIGNATED LOCATION.

**YOU WILL BE ASKED TO SHOW YOUR ID AT PICK-UP.**

YOUR CHILD WILL NOT BE RELEASED TO ANYONE THAT IS NOT ON THE AUTHORIZED PICK-UP LIST.

PICK UP BEGINS AT 4:00PM. CHILDREN MUST BE PICKED UP BY 5:30PM. SHOULD YOU NEED TO PICK YOUR CHILD UP PRIOR TO 4:00PM, YOU WILL NEED TO CONTACT THE DAY CAMP DIRECTORS AT THE NUMBER PROVIDED. WE UNDERSTAND THAT EMERGENCIES OCCUR; HOWEVER, LATE PICK-UPS MAKE IT NECESSARY FOR A COUNSELOR TO REMAIN AT THE SITE WITH YOUR CHILDREN. FOR THIS REASON, THERE WILL BE A CHARGE OF \$5.00 PER CHILD FOR EVERY 5 MINUTES YOU ARE LATE PICKING UP YOUR CHILD. THIS FEE WILL BE ADDED TO YOUR ACCOUNT AND CHARGED ALONG WITH YOUR EFT MEMBERSHIP.

## **COMMUNICATION**

COMMUNICATION IS AN IMPORTANT COMPONENT TO DAY CAMP! IF YOU KNOW YOUR CHILD WILL NOT BE ATTENDING A CERTAIN DAY OR WEEK, PLEASE LET THEIR COUNSELORS KNOW. IF YOU NEED TO GET A HOLD OF THE DIRECTORS THROUGHOUT CAMP HOURS FOR ANY REASON, PLEASE CALL THE DAY CAMP NUMBER **815-351-9720**.

WE WILL ALSO BE USING THE REMIND APP TO LET YOU KNOW OF ANY CHANGES THROUGHOUT THE DAY. COUNSELORS WILL HAVE SHEETS TO GIVE YOU ON THE FIRST DAY TO JOIN YOUR SPECIFIC GROUP.

WE ASK THAT ANY COMMUNICATION WITH YOUR CHILD AT CAMP IS DONE THROUGH THE DAY CAMP PHONE AND NOT THEIR PERSONAL PHONE.

## **WEEKLY PAYMENTS**

IF YOU CHOSE TO MAKE WEEKLY PAYMENTS WILL START ON FRIDAY, JUNE 7 AND END ON JULY 26.

PLEASE CONTACT SHANNON OR PAULINA AT 815-467-7275 TO UPDATE CREDIT/DEBIT CARD INFORMATION OR IF YOU ANTICIPATE A PROBLEM WITH YOUR PAYMENT.

CARDS DECLINED/PAYMENT NOT RECEIVED FOR ANY REASON WILL INCUR A \$25 FEE.

## **SPECIAL ACCOMMODATIONS**

IF YOU HAVE A SPECIAL REQUEST OR NEED A SPECIAL ACCOMMODATION FOR YOUR CHILD TO PARTICIPATE IN OUR PROGRAM, IT IS REQUIRED THAT YOU PROVIDE US WITH THE FOLLOWING: A DETAILED EXPLANATION IN WRITING OF THE ACCOMMODATION/REQUEST AND DOCUMENTATION FROM A MEDICAL PROFESSIONAL. ALL DOCUMENTATION MUST BE PROVIDED AT LEAST ONE WEEK PRIOR TO CHILD PARTICIPATING IN THE PROGRAM. NOT ALL ACCOMMODATIONS/REQUESTS CAN BE MET.

**NO VERBAL REQUESTS WILL BE ACCEPTED.**



## POOL DAYS

PARTICIPANTS THAT ARE REGISTERED FOR M-F AND KINDER CAMP WILL SWIM ON  
**WEDNESDAYS & THURSDAYS 12:30-4:00 PM.**

PARTICIPANTS REGISTERED FOR M-W-F WILL SWIM ON  
**WEDNESDAY FROM 12:30-4:00 PM.**

PARTICIPANTS REGISTERED FOR TU-TH WILL SWIM ON  
**THURSDAY FROM 12:30-4:00 PM.**

**PLEASE KNOW IF YOU ARE PICKING UP RIGHT AT 4PM, THE GROUPS MAY NOT  
BE BACK AT THEIR PAVILIONS RIGHT AWAY.**

DON'T FORGET TO PACK A TOWEL.

EVERY CHILD, WITH THE EXCEPTION OF KINDER CAMP, WILL BE SWIM TESTED.  
YOUR CHILD MUST BE ABLE TO SWIM ONE LENGTH OF THE POOL, WITHOUT  
STOPPING, OR TOUCHING THE BOTTOM, TO RECEIVE A **GREEN** WRISTBAND.

CAMPERS WHO CANNOT COMPLETE THIS BUT ARE OVER 48 INCHES WILL RECEIVE  
A **YELLOW** WRISTBAND, WHICH WILL ALLOW THEM TO USE THE BIG SLIDE AND  
THE SHALLOW END OF THE POOL.

PARTICIPANTS WHO DO NOT PASS THE SWIM TEST AND ARE NOT 48 INCHES TALL,  
WILL RECEIVE A **RED** WRISTBAND, WHICH WILL ALLOW THEM ACCESS TO THE ZERO  
DEPTH AREA AND THE SPRAYGROUND.

KINDER CAMP AUTOMATICALLY HAVE TO STAY IN THE SHALLOW END AND RECEIVE  
A RED WRISTBAND.

PLEASE PACK DRY CLOTHES AND CLOSED TOE SHOES FOR THE REMAINDER OF THE  
DAY.

**IF YOU WOULD LIKE TO HAVE YOUR CHILD PURCHASE ITEMS FROM THE  
CONCESSION STAND, PLEASE SEND THEM WITH EXACT CHANGE IN AN  
ENVELOPE WITH THEIR NAME AND ITEM SELECTION ON IT. WE ARE NOT  
RESPONSIBLE FOR ANY LOST MONEY.**

### **CAMP HERITAGE RAINY DAY LOCATIONS**

HERITAGE CROSSING FIELD HOUSE & ARROWHEAD COMMUNITY CENTER  
YOU WILL BE NOTIFIED VIA REMIND.

### **KINDER CAMP RAINY DAY LOCATIONS**

**DROP OFF:** ARROWHEAD COMMUNITY CENTER

**PICK UP:** ARROWHEAD COMMUNITY CENTER

# 2024 PRICES FOR CONCESSIONS AT TAC

## BEVERAGES:

SMALL SODA \$2.25

SMALL SLUSH \$3.00

## CANDY AND TREATS:

AIRHEADS \$0.75

COW TAILS \$0.75

CHIPS \$1.25

POPCORN \$1.50

SNOW CONE \$1.50

NERD CLUSTER \$2.50

AIRHEAD XTREME \$2.50

CHURRO \$3.00

INCREDIBLE CONE (PEANUT FREE DRUMSTICK) \$3.50

COOKIE ICE CREAM SANDWICH \$3.50



## **SPECIAL DAYS**

TO MAKE CAMP EVEN MORE FUN FOR OUR PARTICIPANTS, WE MAY HAVE SPECIAL THEMED DAYS/ACTIVITIES. WE WILL HAVE PLANNED WATER DAYS, AS WELL AS THEME DAYS.

EACH SESSION WE WILL HAVE ONE DAY FOR IN HOUSE ENTERTAINMENT & ONE OFF SITE FIELD TRIP.

WE WILL TAKE ADVANTAGE OF OUR LOCAL COMMUNITY BUSINESS' AND TAKE TRIPS TO THE BOWLING ALLEY, MINI-GOLF COURSE, AND POLICE & FIRE DEPARTMENTS.

WEATHER PERMITTING, WE WILL DRIVE THE CAMPERS OVER WITH OUR 12-PASSENGER VAN AND MINI-VAN. IF YOUR CHILD REQUIRES A BOOSTER, PLEASE MAKE SURE TO SEND THEM TO CAMP WITH ONE.

WE WILL NOTIFY YOU OF ANY SPECIAL DAYS VIA THE REMIND APP.

## **SUSPECTED CHILD ABUSE & NEGLECT**

IN ACCORDANCE WITH THE ABUSED AND NEGLECTED REPORTING ACT, ALL STAFF ARE MANDATED REPORTERS AND ARE REQUIRED TO REPORT ANY SUSPECTED CHILD ABUSE OR NEGLECT TO DCFS.

## **REFUNDS**

IF YOUR CHILD DECIDES THAT DAY CAMP IS NOT FOR THEM, A REFUND MUST BE REQUESTED BY THE FRIDAY OF THE FIRST WEEK OF THE SESSION.

REFUND REQUESTS DUE TO MEDICAL REASONS WILL REQUIRE A DOCTOR'S NOTE, BUT WILL BE HONORED. ALL REFUNDS WILL BE PRORATED.

## **PERSONAL ITEMS/ELECTRONICS**

ALL PERSONAL ITEMS AND ELECTRONICS THAT ARE BROUGHT FROM HOME ARE NOT THE RESPONSIBILITY OF THE CHANNAHON PARK DISTRICT. WE ASK THAT ALL CONTENT REMAINS APPROPRIATE ON ELECTRONICS OTHERWISE THEY WILL BE CONFISCATED AND RETURNED TO THE PARENTS AT PICK UP.

**WE ASK THAT ANY COMMUNICATION WITH YOUR CHILD AT CAMP IS DONE THROUGH THE DAY CAMP PHONE AND NOT THEIR PERSONAL PHONE.**

## **CAMPER EXPECTATIONS**

IN ORDER TO HAVE CAMP RUN SMOOTHLY, WE HAVE IMPLEMENTED THE FOLLOWING BEHAVIOR MANAGEMENT PROCEDURES.

IF OR WHEN YOUR CHILD MISBEHAVES WE WILL DOCUMENT WHAT HAPPENED AND DISCUSS THE INCIDENT WITH YOU AT PICK UP.

THE SECOND TIME WE HAVE TO DOCUMENT THE SAME CHILD, THE PARENTS WILL BE CONTACTED BY THE CAMP DIRECTOR TO DISCUSS THE INCIDENT AND HOW TO PREVENT IT FROM REOCCURNG.

IF THE CHILD MISBEHAVES A THIRD TIME, THE PARENTS WILL BE CALLED TO MEET WITH THE CAMP DIRECTOR, THE PROGRAM SUPERVISOR, AND ASKED TO PICK UP THEIR CHILD. THEY WILL NOT BE ABLE TO COME BACK TO CAMP UNTIL THERE HAS BEEN A MEETING. NO REFUND WILL BE GIVEN.

ONCE A FOURTH VIOLATION HAS OCCURRED THE PARENTS WILL BE CALLED AND ASKED TO PICK UP THEIR CHILD AND THAT CHILD MAY NOT RETURN TO CAMP THE REST OF THE SUMMER. A PRORATED REFUND WILL BE ARRANGED FOR ANY DAYS PREVIOUSLY PAID FOR.

THESE PROCEDURES MAY BE ACCELERATED DEPENDING ON THE SEVERITY OF THE INCIDENT. CERTAIN INCIDENTS CAN AND WILL RESULT IN IMMEDIATE DISMISSAL FROM CAMP.

BELOW YOU WILL FIND A LIST OF VIOLATIONS THAT WILL BE DOCUMENTED AND DISCUSSED WITH PARENTS. IF WE FIND OTHER INSTANCES THAT WE FEEL ARE VIOLATIONS, WE WILL ADD THEM TO THE LIST.

1. TALKING BACK TO COUNSELORS
2. NOT LISTENING TO COUNSELORS
3. SWEARING, HAND GESTURES AND NAME CALLING
4. FIGHTING
5. THREATENING WORDS OR GESTURES
6. KICKING OR INAPPROPRIATE CONTACT
7. THROWING OBJECTS AT OTHER PEOPLE
8. HARMFUL ACTS AGAINST CAMPERS
9. UNRULY BEHAVIOR

WE HAVE INCLUDED A CAMPER BEHAVIOR CONTRACT. YOU AND YOUR CHILD ARE REQUIRED TO READ THE CAMPER EXPECTATIONS AND SIGN THE CONTRACT. THIS INFORMATION IS INCLUDED IN THIS EMAIL.

## **ADULT BEHAVIOR**

WE WANT THE PROGRAM TO BE ENJOYABLE, EXCITING AND SATISFYING FOR EVERYONE INVOLVED. WE URGE YOU TO DISCUSS ANY CONCERNS YOU MAY HAVE WITH THE APPROPRIATE STAFF IN A COURTEOUS AND RESPECTFUL MANNER.

HOWEVER, IF ANY PARENT/GUARDIAN DISPLAYS ANY OF THE FOLLOWING BEHAVIORS AT PICK-UP TIME OR DROP-OFF TIME, THEY WILL NO LONGER BE PERMITTED AT THE SITE:

-PHYSICAL ABUSE, SHAKING, GRABBING, HITTING, PUSHING, ETC.

-VERBAL ABUSE, INCLUDING INAPPROPRIATE LANGUAGE OR THREATS TOWARD A CHILD, ANOTHER ADULT OR A STAFF MEMBER.

-USE OF POSSESSION OF ALCOHOL OR ILLEGAL SUBSTANCES

-SMOKING ON PREMISES.

**CHANNAHON PARK DISTRICT  
DAY CAMP 2024  
BEHAVIOR CONTRACT & PARENT CODE OF CONDUCT**

*BEHAVIOR CONTRACT FOR CHILD PARTICIPATING IN DAY CAMP*

I, \_\_\_\_\_, AGREE THAT FOR THE ENTIRE SUMMER DAY CAMP I WILL TREAT ALL STAFF AND OTHER PARTICIPANTS WITH RESPECT, THE SAME RESPECT I WOULD LIKE TO BE TREATED WITH. I WILL TRY MY HARDEST TO BE THE BEST PERSON I CAN BE AND TO GET ALONG WITH OTHERS. I WILL ALWAYS FOLLOW THE DIRECTIONS FROM THE COUNSELORS, DIRECTORS AND ANY PARK DISTRICT STAFF. I UNDERSTAND THAT IF I DO NOT FOLLOW THESE GUIDELINES, I WILL FACE CONSEQUENCES FOR MY ACTIONS AND MY PARENTS WILL BE NOTIFIED.

PARTICIPANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

*PARENT CODE OF CONDUCT CONTRACT*

I, \_\_\_\_\_, WILL REFRAIN FROM HARASSING, BERATING, INSULTING, OR ENGAGING IN ANY INAPPROPRIATE CONDUCT TOWARD STAFF, VOLUNTEERS, AND OTHER PARTICIPATES IN ANY WAY. I UNDERSTAND THAT VIOLATION OF THIS CODE OR ANY INAPPROPRIATE BEHAVIOR MAY RESULT IN REVOCATION OF MY CHILD'S PRIVILEGES, AND IN RARE CASES, MAY COMPROMISE MY CHILD'S ABILITY TO PARTICIPATE IN ANY RECREATIONAL PROGRAM OR ACTIVITY. I UNDERSTAND THAT IF I DO NOT FOLLOW THE GUIDELINES STATED IN THE CHANNAHON PARK DISTRICT PARENT CODE OF CONDUCT STATED IN THE DAY CAMP PARENT HANDBOOK, MY CHILD MAY BE REMOVED FROM THIS PROGRAM.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

\*PLEASE RETURN TO DAY CAMP STAFF.