



CAMP CHICK-A-DEE

Parent Manual 2024



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Program Philosophy

The mission of Camp Chickadee is to create authentic opportunities for children to learn, play and grow. Participants will nurture new friendships, develop valuable life skills such as independence and curiosity, and cultivate their imaginations through a variety of outdoor experiences. It is the primary goal of the Manhattan Park District to make sure camp is a fun and enjoyable environment for each participant while providing a secure and engaging group-centered childcare setting.

Camp Chickadee respects the rights and dignity of all campers and staff, including individuals with varying abilities, cultures, genders, races and religions. Camp Chickadee is inclusive to all and strives to create a positive and accepting environment within the community.

Our highly trained staff are passionate about providing a structured but relaxed setting where children are encouraged to foster their creative and unique self.

*This program is *not* licensed or regulated by The Department of Children and Family Services (DCFS).

Camp Chickadee

Camp Chickadee Overview

Ages:	3-5 years old
Location:	Central Park North Pavilion Room
Hours:	9:00 am-12:00 pm, M-F

Contact Information

Address

Central Park: 110 S Park Road Manhattan, Illinois 60442

Hansen Community Center: 397 S. State Street Manhattan, Illinois 60442

Camp Chickadee Site Phone

Cell Phone: 815-351-0129

M-F 6:45 am– 6:15 pm

Recreation Supervisor

Senia Chavez

P: 815-478-3324 ext. 211

schavez@manhattanparks.org

Registration and Administration Office

P: 815-478-3324

F: 815-478-3428

mpd@manhattanparks.org

Registration Hours: M-F 9:00 am - 4:00 pm



Registration Policy & Procedure

It is our goal to safely accommodate as many families as possible while facilitating a high quality and engaging experience for our campers. The Manhattan Park District reserves the right to adjust locations based on availability of space, staff and enrollment in order to maintain the safety, structure and integrity of the program as a whole.

- All registrations must be accompanied by full and proper payment per online registration forms.
- Special needs accommodations may be available to assist your child. Please notify us as soon as possible to request accommodation.
- Participants must register 7 days prior to the start of the desired week of camp.
- Registration is accepted on a first come, first served basis. If the program is full, a waitlist will be implemented. If a spot becomes available, parents/guardians will be notified and will have 48 hours to confirm and arrange payment and start date. If we do not receive a response, the spot will be given to the next participant on the waitlist.
- To remain enrolled in the program, parents/guardians must remain in good financial standing with the Manhattan Park District.

Camp Fees

Camp Chickadee	Camp Chickadee R/NR
3 Days (T,W,TH)	\$75/85
5 Days (M-F)	\$105/115

Sibling Discount: \$5 off per week per additional child.

Tuition and Payment Options

Fees are divided into weekly payments. Automatic payments must be made by ACH or credit card (see attached forms). Accounts will be billed the Friday before each week of camp.

By registering your child for Camp Chickadee, you agree that you are responsible for the payment of all program fees and costs set forth in the program payment schedule. It is the parent/guardian's responsibility to ensure card information is up to date. Absolutely no payments or money will be taken by staff on location; instructional staff does not have information regarding your account.

Late Fees: Late fees will be charged at \$5.00 per day if the payment is received after the due date. The Park District will not allow participation in the program until fees are current and all payments are received.

Refunds: Refunds for camp sessions are given only when requests are submitted 7 days prior to the program. Refunds are not prorated to include individual days missed of camp for reasons such as vacation, illness, extra-curricular activities or schedule conflicts.

For questions regarding payments please contact the Finance Department at 815-478-3324 ext.. 207 or mpd@manhattanparks.org.

General Camp Information

Camp Calendar: An activity calendar will be available online for each session. Calendars contain important dates, times and information so please read them carefully. The activity plans will show what themes and activities are planned each week and what the campers will need to bring to camp. Camp activities may vary slightly due to weather or other unforeseen events.

Splash Pad: Campers will have exclusive usage of the Central Park Splash Pad on Monday, Wednesday, and Friday of each week. Please send campers with swim suits and towels Monday- Friday as some days will include water activities outside of the splash pad.

Special Accommodations: If your child has any special medical, physical, psychological and/or emotional needs or receives special services from the School District, please list in detail on the registration material so we can work with you to determine the best accommodations for your child. Participants must be toilet-trained and are responsible for their own toileting needs. Please allow at least two weeks for all requests.

Program Hours and Emergency Closings

In the case of severe inclement weather or other emergency closings, The Manhattan Park District will notify all participants of camp closures by phone and email. Please make sure all contacts are current.

Vacations, Extended Absence and Sick Days

The Park District does not offer refunds or prorations for participants who miss due to vacations, absences, or sick days. If you are planning a vacation or will have an extended absence, please do not enroll in camp for that period of time. If you choose to discontinue payments, your child's enrollment will be forfeited and your child will be added to the waitlist until a spot becomes available. In the case of a long-term absence due to a serious medical issue, please contact the Park District to discuss the situation.

Drop-Off Policy

Drop-off takes place at the Central Park North Pavilion Room. Please check in at the table with a staff member, all campers must be signed in by using the procare app and given pin code. Although Camp Staff may arrive at the site prior to the program start time, they are not permitted to accept participants before 9:00 am. All participants must be accompanied by a parent or authorized adult who must sign their child(ren) in via procare with a staff member.

Pick-Up Policy

Pick-up takes place at the Central Park North Pavilion Room. Participants must be signed out by a parent or authorized adult on the procare app. Children will not be released to an individual whose name does not appear on their registration form and under no circumstances is a child to leave the program unescorted. When staff is unfamiliar with a parent/guardian they will ask to see picture identification. If someone is picking up your child who is not on the list and it is a one-time occurrence, you must provide written authorization through email 24hrs in advance. If an emergency occurs please call the park district and notify an office member of an emergency pick up. If at any time you would like to add someone to the Authorized Pick Up list, you may do so by emailing Senia Chavez. Please allow sufficient time when picking up your child. If you are unable to pick up your child by the program end time, please notify the Park District immediately.

Late Pick Up Fee

The pick-up time of 12:00 pm daily is strictly enforced. If the parent/guardian is unable to pick up their child by the end of the program time, it is the parent/guardian's responsibility to make other arrangements. Any pick up after the program end time will result in a late fee of \$10.00 for the first 10 minutes and then \$1.00 per minute after. After 30 minutes and all emergency listings have been called, staff will notify the Manhattan Police Department. The child will be transported by the Police to the Manhattan Police Station. A late form will be administered and turned into the office where you will be expected to pay your late payment before the next weekly payment.

Late Returns

Camp Chickadee may leave camp locations to visit other pavilions, Park District facilities, or trails. Although we make every effort to return to camp on time, sometimes due to reasons beyond our control, camp may be late in returning to the site. If we anticipate running more than 15 minutes late you will receive a notification through SMS texting (see SMS Alert Opt-In Instructions) Please be sure to update your emergency phone numbers with the Manhattan Park District to ensure timely communication with you in the event of a late return. Camp Chickadee will not leave the Central Park Campus for any reason.

Authorized Release

For the safety of your child, only authorized individuals listed on the "Authorized Pick-Up" section of the online registration will be permitted to sign a child in or out of camp. Any adult, including parents, must be prepared to show a picture identification when picking up a child. If under 18, you must be able to show a valid high school photo I.D.

Change of Information: If a parent has a change of any pertinent information, such as phone numbers, address, marital status or adding someone to the authorized pick up list, a "Authorized Pick-Up Form" must be completed. Only the parent/guardian who completed the original forms can authorize these changes. These forms are available online. Parents/guardians are responsible for informing the Recreation Supervisor/Site Director of any changes to primary custody, restraining orders or any other situations or changes that may affect the participant.

What to Bring to Camp:

Snacks: Snacks are not provided at Camp Chickadee unless otherwise noted in your weekly calendar. All food should be packed in reusable containers labeled with your child's name and will be brought home each day. Campers will be encouraged to eat 1-2 snacks each day. Snacks must not contain peanuts or tree-nuts.

Water: Campers should bring a refillable water bottle, labeled with their name, to camp each day. Staff will encourage frequent water breaks to help ensure that all campers are remaining adequately hydrated throughout the day.

Camp Attire: Campers should wear socks and gym shoes every day. For safety reasons, open toed shoes, sandals, and bare feet are not allowed except while using the splash pad. Unsafe or inappropriate footwear may limit your child's ability to participate in all of the day's planned activities. Campers play a variety of games and activities, so please be sure to send them in play clothes that can get wet, stained, or dirty. Please pack sweatshirts for early mornings. You may want to pack extra clothing items in case your camper needs to change during the day. Extra clothing can be stored at camp in a labeled Ziploc bag.

Swim Attire: Camp Chickadee has scheduled splash pad activities that take place on-site each day, weather permitting. Send your camper with proper swim attire, a towel, and sunscreen each day. Sandals may be worn during these times.

Sunscreen/Bug Spray : All campers are required to supply their own bottle of sunscreen and/or bug spray, which can be kept in their back pack. Please make sure to mark their name on the bottle. Campers should apply sunscreen and/or bug spray prior to arrival at camp and throughout the day. Reapplication reminders by camp staff will occur at several points throughout the day to ensure protection. Counselors are not permitted to apply sunscreen or bug spray to campers.

Personal Items/Electronics: We strongly suggest that children leave their personal items at home. This includes: toys, stuffed animals/dolls, electronics, expensive personal items, candy and gum. The Manhattan Park District is not responsible for traded, lost, damaged or stolen items. If you are missing an item please check the lost and found. At the end of each month the lost and found will be donated to a local charity. Please make sure any items that come to the program with your child are clearly labeled with their name, including clothing and backpacks. From time to time, we may have special days when children may bring an item from home. When these occur, parents will be notified in advance. Cell phones and other electronic devices are not allowed at the program unless used in inclusion services. All personal items must be kept in backpacks.

Bathroom Policy: Participants must be fully toilet trained and are responsible for their own toileting needs. In the event of an accident, a change of clothes must be provided immediately or pick-up will be required. Repeated bathroom accidents will result in the removal from the program until the issue is resolved.

Indoor Time

Campers will have access to an indoor air-conditioned space during rainy or extremely hot days. These spaces could include the Central Park North Pavilion Room or The Hansen Community Center Market Class-room. Parents/guardians will be notified if campers are at The HCC during pick-up and drop off times.

Illness, Injury & Medication

Healthy Kids Policy:

- If a child becomes ill during the program, a parent will be notified and asked to pick up the child as quickly as possible. The child must be fever free for 72 hours before returning to the program. If a child vomits, they must go home immediately; if a parent is unable to pick them up, the emergency contacts will be called.
- We ask that you be considerate of other children and staff and keep your child home if they show signs of illness.
- In case of a contagious disease, please notify camp staff immediately. All parents at that site will be notified as soon as possible.
- A child must receive appropriate treatment depending on the condition before returning to the program and may require a medical release from a physician.
- Participants must be fully toilet trained and are responsible for their own toileting needs. In the event of an accident, a change of clothes must be provided immediately or pick-up will be required.
- Repeated bathroom accidents will result in the removal from the program until the issue is resolved.

Notification of Medical Attention:

- **Minor injury/illness:** We will administer basic first aid such as band-aid or ice pack and you will be notified when you arrive.
- If an injury/illness requires more attention we will administer first aid and contact the parent or the emergency contacts in the event you are unreachable.
- **Serious injury/illness:** 911 will be called. If your child needs emergency medical care, we will accompany them and a parent/guardian must meet us at the medical facility as soon as possible.

Dispensing Medication:

To ensure the safety of all participants, strict policies are enforced regarding the dispensing of medication to participants, including restrictions for any over-the-counter medications, including cough drops and pain relievers, and any prescription medication. Parents/Guardians are required to complete a “Medication Dispensing Waiver and Release Form” for any and all medication to be administered to participants by camp staff or the participants themselves.

- All medication must be in the original container with a prescription label that includes the patient’s name, physician’s name, pharmacy name, name of medication and complete dosage information. Each day the proper dosage should be sent in the original container. If the original container is not available, the parent/guardian should obtain a new one from physician or pharmacy.
- Parent/guardian must sign and complete a Medication Dispensing Waiver and Release Form.
- Medication will be stored in a locked area at temperatures consistent with package instructions. You must fill out a form if your child plans to carry medication in their own back pack. Children will not be allowed to take medications during camp hours if you have not filled out a form.
- If the program is off-site, medication will be kept with the staff in the first aid kit.
- Transfer/possession of all medications provided to camp staff must be signed in on the first day of the program and signed out on the last day. This will help ensure all medications including EpiPens and inhalers are properly returned in a safe and timely manner.
- Staff is not responsible for medication that is kept in a child’s backpack.

Behavior Management

Our behavior management plan helps provide a positive environment in which all participants can thrive. The following policies have been established for the benefit of the participants, staff and overall program. These expectations apply to all participants and their parents/guardians. Participants and parents/guardians are required to follow all rules outlined below.

Code of Conduct

- Show respect to all staff, participants, property and equipment.
- Teasing, verbal or physical abuse, threatening, obscenities, disrespectful behavior or physical violence will not be tolerated.
- No weapons or items that resemble or be used as a weapon may be brought to the program. All threats and threatening behavior will be taken seriously and reported to authorities.
- Share resources, staff time, and other materials.
- Use appropriate language to resolve conflicts and express emotions.
- Show mutual respect, cooperation and sensitivity to the needs of others.

General Expectations for Safety

- Walk while indoors.
- Use playground and equipment responsibly.
- Use quiet voices when indoors.
- Listen to staff instructions.
- Follow all directions given.
- Use equipment carefully.
- Keep hands, mouth, and feet to themselves.

Zero Tolerance

- There is a zero tolerance policy for bullying, physical violence, and repeated disrespectful behavior directed towards staff and/or other campers.

Staff Response to Inappropriate Behavior

- Staff will take the necessary steps to ensure the safety of all participants.
- Staff will redirect inappropriate behavior into positive alternatives.
- If necessary, the child will be removed from an activity when behavior is inappropriate and redirection has failed. This may also occur if the child's behavior is affecting the safety or integrity of the program. Staff will encourage children to recognize and communicate when they are feeling upset or overwhelmed.
- After the situation has de-escalated, staff will discuss acceptable and unacceptable behaviors.
- Clear and consistent behavioral expectations and reasonable age appropriate consequences will be communicated to program participants as well as parents/guardians.
- If the above does not work for a specific child, staff and parents/guardians will work together to create a plan designed for the success of the child.
- Staff will communicate with parents/guardians and will seek feedback for alternative suggestions to improve behavior.

The safety of all participants is our primary concern. In rare situations where a child is physical with others or refusing to listen to staff redirection, we may call parents/guardians to pick up their child. The parent/guardian is expected to arrange for immediate pick up. Please ensure emergency contact information is up to date. The following behaviors may warrant immediate pick-up from the program:

- Biting, hitting or injuring self or others
- Spitting on others
- Running away from program
- Additional behaviors considered to be unsafe evaluated on a case-by-case basis.

The Manhattan Park District reserves the right to suspend or dismiss a child from the program if the staff determines that the program can no longer meet the needs of the child, if the child is a physical threat to him/herself or others, or if the child's behavior consistently impedes the normal daily functions of the group. Children may also be dismissed from the program if their parents/guardians demonstrate inappropriate behavior or fail to cooperate with staff. Parents/guardians may not be involved in disciplining any child other than their own. Failure to comply with our policies and procedures may result in suspension for as few as one day or as much as the remainder of the program. **If a child is removed from the program no refund or proration is given.**



Discipline Policy

Our goal is to administer discipline through camper engagement, leading by example, positive reinforcement, and gentle redirection. Should a camper's behavior need further correction, we follow the progressive discipline guidelines listed below. All rule infractions are to be reviewed by the Site Director and Recreation Supervisor and will be communicated to parents on-site and through email.

1st Offense: Verbal Warning. The child will be taken aside by a staff member to review camp rules.

2nd Offense: Written Warning. A written behavior report will be filled out and shared with the parents/guardian. The parents will be required to acknowledge the report, which will remain in the participant's file. The staff will work with the participant and parents to correct the behavior. This may be issued immediately without warning for serious infractions.

3rd Offense: Suspension. The participant will be suspended from the program for one to three days. The suspension will be in effect the first day following the offense. The first offense will result in a one-day suspension and the second offense will result in a 3-day suspension. Upon return from a three-day suspension, and negative behavior continues, staff may permanently dismiss a participant from the Summer Day Camp program. No refunds are issued for days missed due to disciplinary infractions.

***Zero Tolerance to Violence:** A participant that is physically or verbally abusive to another participant, volunteer or Park District staff member will be immediately suspended without prior warning. All threats and threatening behavior will be taken very seriously and will result in an immediate suspension and possible dismissal from the program

Inclusion of All Children

The Manhattan Park District believes in the right to an excellent recreational experience for all individuals from all backgrounds and ability levels.

If your child has any special medical, physical, psychological and/or emotional needs or receives special services from the school district, please list in detail on the registration material. This information assists the Park District in accommodating the needs of your child. Camp Chickadee will work with staff from Lincolnway Special Recreation Association to make every effort to provide participants with disabilities reasonable accommodations. Should your child be in need of inclusion services, please complete the appropriate forms provided by the Park District so a request can be made to review and process the participant's inclusion needs. Please allow at least two weeks for all requests. Lincolnway Special Recreation Association will make contact with the parent/guardian after a review is complete and decisions have been made on the best course of action concerning your child's needs.

Lincolnway Special Recreation Association
815-320-3505
www.lwsra.org

Office Hours: M–F, 9-5 pm

Communication

Camp staff will make every effort to keep parents/guardians well informed. Daily on-site communication is handled by Camp Counselors. The Recreation Supervisor will send email updates and reminders regarding payment, registration, schedules, and other important information. In the case of inclement weather or other emergencies, MPD staff will send an SMS text and message on procare.

Please keep all phone numbers, mailing addresses, email addresses, authorized guardians, emergency contacts, and medical information up to date with the Park District.

We require all parents/guardians to notify us if your child will not be attending the program on their scheduled days. This request is made to ensure their safety. If we do not hear from you and your child is absent we will call all phone numbers listed. Please inform staff as early as possible and before 9:00 am on the day your child will be absent.

Camp Chickadee has a site cell phone. Please contact this cell phone at 815-351-0129 to report absences, if your normal schedule has changed or if you need to get in touch with the staff. The site cell phone is monitored between 7:00 am-6:00 pm M-F. If you need to contact a staff member outside of these hours, or you have general questions about registration or the program, please contact the Hansen Community Center at 815.478.3324.

Emergency Procedures

Evacuation procedures for each program have been established in the event of a major emergency that would necessitate removing children from the site. Additionally plans have been developed for fire and tornado procedures. If a child is injured in the program, we will take the necessary emergency steps and contact you as soon as possible. However, should the injury be more severe we will call 911 without hesitation. Staff is trained in First Aid and CPR as well as blood borne pathogens. The parent/guardian authorizes the Park District and its employees to consent to medical treatment. By registering your child for the program you are releasing the Manhattan Park District from all liability which may arise from the child's participation in the program.

Recognizing & Reporting Child Abuse

All Manhattan Park District staff are considered mandated reporters by the State of Illinois and are required to report suspected child abuse or neglect to the Department of Children and Family Services (DCFS). Manhattan Park District will work with DCFS as required by law to ensure the health and safety of children in the program. When a report is made, Manhattan Park District will continue to work with and support the child and family. The report will be treated confidentially.

Confidentiality

Information about the health or ability of a child or a family status will be considered confidential. Such information will only be shared with the staff as necessary to meet the needs of the child. If necessary, family information may also be shared with Department of Children and Family Services (DCFS).

Tax Information

If you require year end documentation for tax purposes, your year end tax info will be sent out by our Finance Department by the end of January 2025.

Photo Policy

Say cheese! Participants may be photographed while participating in this program. The Park District may use photographs of participants in District publicity without permission or compensation. If you do not want your child to be photographed, please notify the Park District at the time of registration.





I, _____, the parent/guardian of _____, hereby acknowledge that I understand and accept the above information provided about Camp Chickadee (Summer of 2024). I will commit to following the policies listed above and are responsible for my camper(s) behavior, attendance, and personal needs while attending Camp Chickadee.

Signature of Parent or Guardian: _____ Date: _____



Procure App

Camp will be using the Procure app beginning in the Summer of 2024. Please download the app and read this document for basic instructions on the use of the app. Please contact Senia Chavez at schavez@manhattanparks.org or 815-478-3324 ext. 211 with any further questions.

Signing in and out:

There is a tablet located at every sign in/out table. From here you will see a screen with a QR Code and a pin pad on it. Each authorized pick-up person will be issued an individual code to be able to sign your camper in and out of camp.

Only parents/guardians who have the Procure app can use the QR code. All other authorized pick-up persons will need to be informed of their code for pick up or drop off. Parents/guardians are responsible for informing their authorized pick-up persons of their individual codes, which can be found in the Procure app.

In an emergency, staff can look up codes, but they must be provided a form of ID to verify name to code information. Staff will not be able to look up codes on a regular basis, so please follow these steps to locate your authorized pick-up persons' individual codes on the app: Finding Authorized Pick-up Codes:

Start from the "Children" home page. Click the "Profile" (pencil icon) on the bottom right-hand corner.

- Under Family & Additional Authorized Pickups", click on which ever name you are looking for the code.
- On the bottom of their information, it will say "Sign-In Pin" with a 4-digit code. Please do not give this code to anyone other than the name that is listed. If you need to add an additional authorized pickup person, you will need to fill out an authorized pick-up form and we will make the changes in the app for you.

Messaging to and from camp:

This will be used to notify of absences, non-emergency information, or any other contact between parents and staff. You must email Senia for changes of schedules, leaving the program, and household information updates. You are always welcome to email Senia Chavez on any matters.

To send a message via Procure, from the Children home page, tap the chat bubble icon located in the upper right-hand corner.

Other features of the Procure App:

- You will be able to see what time your student was signed in and out and by whom they were signed in and out.
- The green dot located next to your student's picture will let you know when they are present in our program.
- You can access the QR code to sign in or out on the top of the app on the right-hand side. Please note you must be at sign in table to use the QR feature.
- Located on the bottom center, you will see a documents icon where you will find information the Park District will send out.
- You may run reports for tax information from your account. You can make changes to your credit card information if you get a new card or need to change the credit card on file used for billing.

Please make sure to enter a card or bank account under the transaction tab. If there is not a current card entered your camper will not be able to attend camp.