



**Manhattan Park District**

**Camp Coyote 2018  
Parent Manual**

## Manhattan Park District Summer Day Camp

Welcome to the Manhattan Park District's summer day camp program! Your child is about to embark on a fun-filled adventure. Day camp offers children the opportunity to build character and self-esteem through challenging and rewarding experiences in both small and large group settings. Through the guidance of our caring and well-trained staff members, camp will provide memories that will last your child a lifetime. We are excited to be able to serve the needs of you and your family and are confident that this program will be a fun and memorable recreational experience for your child(ren).

The parent handbook is designed to provide you with an overview of our policies and procedures. You will be able to access this manual as well as the weekly schedules for camp at [www.manhattanparkdistrict.com](http://www.manhattanparkdistrict.com). Schedules will include detailed information for each week regarding camp plans and the fieldtrip schedules. Please read all information carefully and thoroughly.

### **Please complete and submit all camp forms at time of registration.**

It is important to make sure anyone picking up from camp is on the pick-up list.

\*\*The participant will not be released to anyone that is not on the form unless a note is provided to staff with a signature and date.

Sincerely,

Jaime Cyrkiel  
Recreation Coordinator

## **Important Reminders:**

- ***Registration for each session of camp must be received no later than the Monday prior to the desired week of camp. Registrations received after the Monday deadline will only be considered pending availability and may not be possible to accommodate.***
- ***Field Trip schedules for Camp Coyote will be available online by March 27<sup>th</sup>. Please note that field trips are subject to change and will be updated to the schedule if they occur.***
- ***Only people on your child's emergency form will be able to sign your child out of the program. Anyone listed, as an authorized pick-up on your emergency form must be able to provide photo I.D. or a current high school photo I.D.***

# Table of Contents

Program Philosophy .....	4
Camps for Summer 2018 .....	4
Registration Policy .....	5
Registration Procedure .....	5
Camp Activity Plans.....	5
Special Needs.....	5
Busing.....	5
What to Bring to Camp .....	6
Drop Off Policy.....	6
Pick up Policy.....	6
Late Pick up Fee.....	6
Late Returns .....	7
Refunds.....	7
Tax Information .....	7
Code of Conduct .....	8
Discipline Policy .....	8
Illness and Injury.....	9
Dispensing Medication.....	9
Emergency and Release Form.....	10
General Safety Rules and Policies .....	10
Weather.....	10
Communication with Camp & Administrative Staff .....	11

## **Program Philosophy**

The focus of our summer camp program is to provide opportunities to participants that allow personal growth by developing a positive self-image, as well as treating others with respect. Additionally, participants learn to appreciate diversity, develop leadership and other skills through a variety of outdoor activities and experiences. It is the primary goal of the Manhattan Park District to make sure camp is a fun and enjoyable environment for each participant. The experiences and bonds formed at camp will last them a lifetime.

## **Camps for Summer 2018**

### **Traditional Day Camps** (sessions are 1-week)

#### **Camp Coyote**

Ages: 5-11

Location: Central Park

Ratio: 1:10

Trips: One trip per week plus splash  
pad and trips to local facilities

Hours: Camp Day.....9:00am – 4:00pm

Fees: Camp Day.....\$120/R/NR (M-F)  
\$90/R/NR (M/W/F)

## **Registration Policy**

It is our goal to safely accommodate as many families as possible. 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 registration forms.
- Special needs accommodations can be made to assist your child. Please notify us as soon as possible to be able to find the appropriate accommodations.

## **Registration Procedure**

All registrations are subject to acceptance based on program availability, proper completion of registration material, payment status and history and Park District's ability to meet any special needs the participant may have.

In order to register, each participant must:

- Complete and sign proper registration and emergency forms for each child.
- Include full payment prior to program deadline.
- Pay all outstanding fees due to any Park District programs and remain in good financial standing with the Manhattan Park District.
- Must register and turn in **ALL** forms no later than the Monday prior to desired week of camp.

**Registrations received after this point will only be considered pending availability**

## **Camp Activity Plans**

An activity calendar will be available at your child's camp and 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.

## **Special Needs**

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. Lack of information may adversely affect the Park District's ability to accommodate the needs of your child. Participants must be toilet trained and are responsible for their own toileting needs. Please allow at least two weeks for all requests.

## **Busing**

Most camps do travel, whether it is going to a park, a pool or on field trips.

- Busing for Summer Camp is through Illinois Central School Bus.
- **When participants are bused for a program, parents will not be able to drop off or pick up at the field trip location they are being bused to. This is for the safety of all of our campers.**
- All drivers have completed background checks and have obtained all certifications and licenses necessary to operate the vehicles.

## **What to Bring to Camp (in a backpack...)**

**Snacks** – Snacks are not provided at Camp Coyote unless your child is otherwise noted. In addition to a lunch, you may elect to send your child with an additional snack item.

**Lunch** – Campers attending camp should bring a lunch with them each day. On field trips days, please bring a sack lunch unless otherwise noted. On camp cookout days, lunch will be provided for your child. This info will be sent out prior to the cookout week, though you may elect to provide your child with an alternative lunch if you would prefer.

**Water** – Campers should bring a refillable water bottle to camp each day. Staff will administer routine water breaks to help ensure that all campers are remaining adequately hydrated throughout the day, especially on warmer days. Although campers are typically in areas that have immediate access to drinking fountains/water, there are times during the day (bus rides) when water may not be immediately available. Because of this, bringing a water bottle each day is essential to camper safety.

**Camp Attire** – Campers should wear socks and gym shoes every day. **For safety reasons, open toed shoes and bare feet are not allowed.** Unsafe or inappropriate footwear may limit your child's ability to participate in all of day's planned activities. Campers play a variety of games and activities, please be sure to send them in play clothes (there is always a chance clothes can get dirty). **On Field Trips days campers should be sure to wear their camp shirts.**

**Swim Attire** – Camp Coyote has scheduled splash pad day activities that take place on-site. Swim days and water activities are highlighted on the weekly schedule for each camp. Please send your camper with proper swim attire, a towel and sunscreen on those days.

**Sunscreen/Bug Spray** – All campers are required to supply their own bottle of sunscreen and/or bug spray, due to allergic reactions. 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.

## **Drop Off/Pick Up Policy**

Drop off is accepted from 8:50-9:10am. Pick Up is from 3:45-4:00pm (unless otherwise noted). **Children must be accompanied by a parent or authorized adult and must physically sign their child(ren) in on the Sign In form each day. Participants must be signed out from camp by a parent or authorized pick-up.** No child will be released to an individual whose name does not appear on their Emergency and Release form and under no circumstances is a child allowed to leave the program unescorted. Staff may ask to see picture identification of anyone picking up the child, including parents. If someone is picking up your child who is not on the list and it is a one-time occurrence, you must send in writing a letter authorizing the adult to pick up in advance. If you to add someone to the list of Authorized Pick-Ups, you may do so by filling out a "Change of Information" form. Please allow sufficient time when picking up your child. If you will not be able to pick up your child by the program end time, please notify the Park District immediately so staff are aware.

## **Late Pick up Fee**

The pick-up time of 4:00pm for the regular camp day strictly enforced. If the parent is unable to pick up their child by the program end time, it is the parent's responsibility to make other arrangements. Repeat offenders of late pick-ups will be charged \$1 per minute starting at 4:01pm. 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 Police Station. A late form will be administered and turned into the office where you will be expected to pay your late payment before your next camp session begins. If unpaid, your child will not be able to participate in the next session. If late pick up becomes a habit, you run the risk of your child being dismissed from the program.

### **Late Returns**

All camps may leave camp locations for parks and field trips. Due to weather, traffic or various 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 notification. 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.

### **Refunds**

Refunds for camp sessions are given only when requests are submitted by the Wednesday prior to the start of the session. Refunds are not prorated to include individual days missed of camp for reasons such as vacation, illness, extra-curricular activities or schedule conflicts. Refunds are issued for extended medical absence with a doctor's note.

### **Tax Information**

The Manhattan Park District tax identification number is 36-2694220 The Manhattan Park District does not supply year-end tax information. If you should need a receipt, please contact the Park District at 815-478-3324.

## Code of Conduct

The following policies have been established for the benefit of the program. These rules apply to all participants and their parents/guardians.

- No bullying, verbal or physical abuse, threatening, obscene, disrespectful or physical violence will be tolerated.
- All threats and threatening behavior will be taken seriously and reported to the authorities.
- Participants must show respect to all staff, participants, all property, equipment and facilities.
- There may be no physical contact, verbal or physical harm towards any participants.
- Participants may not place themselves or others in dangerous situations through actions or behavior.
- No weapons or items that may be used as weapons may be brought to the program.
- Participants may not leave the program area without permission.
- Participants are responsible for their actions and belongings (Bags, jackets, school supplies, items brought from home with permission, etc.) Please note: cell phones and other electronic devices are not allowed at the program.
- No refunds will be issued for suspensions.

## Discipline Policy

It is our philosophy for discipline to teach participants to take responsibility for their own actions. We try to accomplish this through using specific directions, redirecting a child, positive reinforcements, motivation and through leading by example. Since each participant has different ways of learning, several different methods may be used.

**1<sup>st</sup> Offense** – Verbal Warning (depending on the severity, several warnings may be given).

**2<sup>nd</sup> Offense** – A behavior report will be filled out and filed with the Park District and the parents/guardian. The parents will be required to sign the report, which will remain in the participants file. The staff will work with the participant and parents to correct the behavior. (This may be issued immediately, without warnings for serious infractions).

**3<sup>rd</sup> 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 time will be for one day and the second time for three days. Staff will notify the parent. Upon return from a three-day suspension, if behavior continues, staff may permanently suspend a participant from the Summer Day Camp program.

Depending on the situation and the degree of the offense, the participant may be permanently dismissed from the program following the issuance of a behavior report. There will be **no refunds** for days missed due to disciplinary infractions.

At Summer Camp, we hold a “**Zero Tolerance to Violence**” policy. A participant that is physically or verbally abusive to another participant, volunteer or Park District staff will be immediately suspended without any prior warning. No bullying, verbal abuse, threatening or physical violence towards Park District staff, LWSRA staff or any participant will be tolerated. All threats and threatening behavior will be taken very seriously and will result in an immediate suspension and possible dismissal from the program.



## Illness and Injury

### **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 24 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.
- Paramedics (911) will be called to handle serious injuries. If your child needs emergency medical care, we will accompany them and a parent/guardian must meet us at the medical facility immediately.

### **Notification of Medical Attention:**

- Any minor injury/illness, we will only administer basic first aid such as band-aid or ice pack and you will be notified when you arrive.
- In the case 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. An accident report will be completed as well, and you will be provided a copy for your records.
- If necessary, we will contact emergency services and participant will be transported to the nearest hospital.

## Dispensing Medication

Strict policies have been put in place regarding the dispensing of medication to participants. These policies must be followed if a participant is required to receive medication while in the program. This includes restrictions for any over the counter medications (including cough drops and pain relievers) and any prescription medication. **Parents/Guardians are required to complete a “Request to Administer Medication Form” for any and all medication to be administered to participants by the camp staff or the participants themselves.**

- All medication in the original container whose prescription label must include 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 original container is not available, parent should try to obtain a new one from physician or pharmacy.
- Parent/Guardian must sign and complete a Request to Administer Medication form.
- Medication will be stored in locked area at temperature consistent with package instructions.
- If program is outside, medicine will be in the first aid kit.
- Students are not allowed to keep medication with them; even inhalers must be kept locked up with other medicine. If a child is administering the inhaler themselves, they will simply ask the staff when needed.

### **New for 2018**

Transfer/possession of all medications provided to camp staff must be signed in on the first day of camp attendance and signed out on the final day of camp attendance. This is to help ensure all medications such as EpiPens, inhalers, etc are properly returned in a safe and timely manner.

## **Emergency and Release Form**

Only authorized individuals listed on your “Emergency and Release Form” will be permitted to sign a child out. Any adult (parents included) must be prepared to show a picture identification when picking up a child. If under 18, 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 “Change of Information Form” must be completed. Only the parent/guardian who completed the original forms can authorize these changes. These forms are available at the site. Parents/ guardians are responsible for informing instructors of any changes to primary custody, restraining orders or any other situations or changes that may affect the participant.

## **General Safety Rules and Policies**

- Children should wear gym shoes every day to allow full participation in the activities.
- Only Manhattan Park District staff, current participants, parents/guardians, invited special guests and adults on the emergency release form will be allowed on the premises during program hours.
- **No electronics, iPods, cell phones or handheld games will be allowed.**
- No clothing that depicts violence or inappropriate themes.
- Personal belongings and toys from home are not recommended unless stated otherwise. Staff is not responsible for lost or stolen items and reserves the right to restrict or confiscate inappropriate toys.

## **Weather**

**All camps are outside and will be held rain or shine!** Please call the Manhattan Park District in case of severe weather conditions to receive any changes in camp schedule. In cases of extreme heat camp staff will take proper precautions to ensure safety of the campers, such as: frequent water breaks, utilizing shade or covered spaces, limiting physical activity or relocating to an air conditioned location for a brief period during the day. For indoor locations, each camp will go inside at their camp locations.

Campers are exposed to sun and bugs. Please apply sunscreen and bug spray before camp.

## **Communication with Camp and Administrative Staff**

For communication purposes, each camp has a cell phone or land line. Site phones will be on only during program hours and voicemails are checked at the beginning of each camp day. If you need to contact the staff to inform them of an early/late pick up or family emergency, please call the site phone provided. Participants may not use personal cell phones while at the camp unless authorized by staff.

Camp Coyote            815-531-9673

### **Recreation Coordinator**

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