



Manhattan Park District

Summer Camp 2019 Parent Manual



Manhattan Park District Summer Day Camps

Welcome to the Manhattan Park District's summer day camp program!

We are so excited you have chosen the Manhattan Park District for your child's summer camp experience! Your child is about to embark on a fun-filled adventure making new friends and learning new skills throughout the summer. Our 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.

The parent manual 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.manhattanparks.org. Schedules will include detailed information for each week regarding camp plans and field trip schedules. Please read all information carefully and thoroughly.

Please complete and submit all camp forms at the time of registration. For your child's safety, it is important to make sure anyone picking your child up from camp is on the pick-up list. Your child will not be released to anyone that is not on the form unless a note is provided to staff with a signature and date.

Please know that the safety of your child and the quality of our summer camps are of the utmost importance to us. If at any time, you have any questions, concerns or ideas, please feel free to contact me!

Thank you, and have a wonderful summer!

Shannon Forsythe
Superintendent of Recreation

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Important Reminders!

- Registration for each week of camp must be received no later than the Monday prior to the desired week of camp. Registration received after the Monday deadline will only be considered pending availability and may not be possible to accommodate.
- Please note that field trips are subject to change based on weather or other unforeseen events, you will be notified of any changes to the schedule if they occur.
- Only those 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, including a state-issued ID or a current high school photo I.D.

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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. Our goal is to create experiences and memories to last a lifetime!

Summer 2019 Day Camps

sessions are one week



Ages 5-11 years

Location: Central Park Main Pavilion

Camp Hours	9 am – 4 pm
Before Care Hours	6:30 am – 9 am
After Care Hours	4 pm – 6 pm

Camp Fees	
5-day (M-F)	\$130/R \$140/NR
3-day (MWF or TWH)	\$90/R \$100/NR

Before & After Camp Care Fees	
5-day (M-F)	\$30/R \$35/NR
3-day (MWF or TWH)	\$20/R \$25/NR

Field Trips: One bus trip per week plus splash pad visits and walking trips.



Ages 3-5 years

**Location: Central Park North Pavilion
& Central Park Room**

Camp Hours	9 am - 12 pm
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Camp Fees	
5-day (M-F)	\$75/R \$85/NR
3-day (MTW or TWH)	\$45/R \$55/NR

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 or other unforeseen events.

Special Needs

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.

Busing

Camp Coyote will travel by bus for some field trips. Busing for Summer Camp is through Illinois Central School Bus. All drivers have completed background checks and have obtained all certifications and licenses necessary to operate the vehicles. For the safety of all campers, parents are not allowed to drop off or pick up at the field trip location.

What to Bring to Camp

Please pack the following items in a backpack for your child:

Snacks- Snacks are not provided at Camp Coyote or Camp Chickadee unless otherwise noted. In addition to a lunch (Camp Coyote only), you may elect to send your child with an additional snack item.

Lunch – Campers attending Camp Coyote 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, 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. 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, please be sure to send them in play clothes that can get wet, stained, or dirty. On field trip days Camp Coyote campers should wear their camp shirts.

Swim Attire – Camp Coyote and Camp Chickadee have scheduled splash pad activities that take place on-site each day, weather permitting. Field trips to local pools and water activities are highlighted on the weekly schedule for camp. Please send your camper with proper swim attire, a towel and sunscreen each day.

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. Counselors are not permitted to apply sunscreen or bug spray to campers.

Drop Off/Pick Up Policy

Drop off is from 8:50 - 9:10am and pick-up is from 3:45 - 4 pm, unless otherwise noted. Before Camp care drop off is accepted from 6:30 - 8:50 am. After Camp care pick up is accepted from 4 - 6 pm. Children must be accompanied by a parent or authorized adult who must physically sign their child in on the Sign-In form each day. Participants must be signed out from camp by a parent or authorized person. 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 a written letter in advance. If you need 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.

Late Pick up Fee

If you will not be able to pick up your child by the program end time of 12 pm for Camp Chickadee, 4 pm for Camp Coyote, or 6 pm for after camp care, please notify the Park District immediately. If you are unable to pick up your child on time, it is your responsibility to make other arrangements. Repeat offenders of late pick-ups will be charged \$1 per minute starting at 4:01 pm. After 30 minutes and all emergency contacts 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

Camp Coyote may leave camp locations to visit other parks and for field trips. Although we make every effort to return to camp on time, on occasion 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 a 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 automatically supply year-end tax information. If you should need a receipt, please contact the Park District at 815-478-3324.

Camp 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.

- Campers must show respect to all staff, participants, all property, equipment and facilities.
- Bullying, verbal or physical abuse, threatening, obscene, disrespectful or physical violence will not be tolerated.
- All threats and threatening behavior will be taken seriously and reported to the authorities.
- 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. The use of cell phones and other electronic devices is not allowed during camp or before or after care hours.

Discipline Policy

Our goal is to prevent any behavioral issues and the need for discipline through camper engagement, leading by example, positive reinforcement, gentle correction, and redirection. Should a camper's behavior need further correction, we follow the progressive discipline guidelines listed below.

1st Offense – Verbal Warning

2nd Offense – A written behavior report will be filled out and shared with the parents/guardian. The parents will be required to sign 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 time will be for one day and the second time for three days. Upon return from a three-day suspension, if 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.

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:

- For any minor injury/illness, we will 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.
- If necessary in the case of serious injuries, we will contact emergency services and the participant will be transported to the nearest hospital for treatment.

Dispensing Medication

Parents/Guardians are required to complete a Medication Dispensing Form for any and all medication, including over the counter medication and cough drops, to be administered to participants by the camp staff or the participants themselves.

- All medication must be in the original container. Prescription labels 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, parents/guardians should try to obtain a new one from physician or pharmacy.
- Parents/Guardians must sign and complete a Medication Dispensing form.
- Medication will be stored with a staff member or in a locked area at temperature consistent with package instructions.
- If the program is outside, medicine will be in the first aid kit held by camp staff.
- Campers are not allowed to keep medication with them. 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.

Transfer/possession of all medications provided to camp staff must be signed in on the first day of camp and signed out on the final day of camp. 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

For the safety of your child, only authorized individuals listed on your “Emergency and Release Form” will be permitted to sign a child out or 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 “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 all 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 to interact with camp.
- No electronics, iPods, tablets, cell phones or handheld games will be allowed.
- No clothing that depicts violence, vulgarity, or inappropriate themes is allowed.
- 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. Campers will be spending time outdoors and will be exposed to sun and insects. Please apply sunscreen and insect repellent if desired before camp.

Communication with Camp and Administrative Staff

For emergency communication purposes, camp staff has a site cell phone. Site cell phones will be on only during program hours and voicemails are checked at the beginning of each camp day. If you need to contact staff to inform them of an early/late pick up or family emergency, please call the site phone provided. For registration or general questions or feedback about camp, please contact the Park District office.

Camp Site	815-531-9673
Park District Office	815-478-3324