

Brookfield Recreation Department

**SUMMER DAY CAMP
PARENT MANUAL
2015**



Brookfield Recreation Department
Village of Brookfield
8820 Brookfield Ave
Brookfield, IL 60513

Welcome to the
Brookfield Recreation Department's
2015 Summer Day Camp Program!

Thank you for your interest in our Summer Day Camp Program. We are busy planning many activities that your child will enjoy and help keep them happy and busy all summer long.

Please read and share the information in this manual with your child.

Each day of camp is filled with activity and excitement. Our staff is preparing to make sure your camper has a fun-filled camp experience where they can be active, try new activities and meet new friends.

If you have any questions or concerns regarding your child's day camp experience, please contact me at 708/485-1527 or by email at mpezdek@brookfieldil.gov.

Please fill out the information forms attached to the back of this manual and return them to the Recreation Department Office before your child's first day of camp.

Here's to a Happy Day Camping Summer!

Many thanks,



Mary Pezdek
Recreation Program Coordinator
Brookfield Recreation Department

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CAMP LOCATIONS AND CONTACT INFORMATION

Camp Cadets	Recreation House 4301 Elm Avenue, Brookfield 708/485-5992
Kamp Kiwanis	Kiwanis Park 8820 Brookfield Avenue, Brookfield 708/485-1527
Camp Coordinator	Mary Pezdek Recreation Office Lower level, Brookfield Municipal Bldg 8820 Brookfield Avenue 708/485-1527 mpezdek@brookfieldil.gov

For all communications to staff and campers, please contact Mary Pezdek in the Recreation Department Office. She will contact the camp staff or campers directly regarding any situation. Thank you.

**REGISTRATION INFORMATION
POLICIES AND PROCEDURES**

Summer Day Camps for 2015

Camp Cadets, Ages 3&4
Camp Cadets, Entering Grades K-1
Kamp Kiwanis, Entering Grades 2-7

Camp Week Dates

Camp Cadets, Ages 3&4

Week 1: June 16, 18

Week 2: June 23, 25

Week 3: June 30, July 2

Week 4: July 7, 9

Week 5: July 14, 16

Week 6: July 21, 23

Camp Cadets, Entering Grades K-1

Week 1: June 15, 17, 19

Week 2: June 22, 24, 26

Week 3: June 29, July 1 (no 7/3)

Week 4: July 6, 8, 10

Week 5: July 13, 15, 17

Week 6: July 20, 22, 24

Kamp Kiwanis, Entering Grades 2-7

Week 1: June 15 - 19

Week 2: June 22 - 26

Week 3: June 29 – July 2 (no 7/3)

Week 4: July 6 - 10

Week 5: July 13 - 17

Week 6: July 20 - 24

Week 7: July 27 – 31

Week 8: Aug 3 - 7

Payment Procedures and Fees

Campers registered by May 1, 2015 will receive discounted camp fees. Campers should be registered with fees paid the Friday before each camp week begins.

Camp fees are per week. Initial payment due at registration should include full payment for the first week attending plus a \$10 deposit for every other week attending. Daily fees and prorated fees for illness, vacation, etc are not available. The \$10 deposit fee is transferable but not refundable.

Camp Cadets, Ages 3&4

Weeks 1-6: \$20/week **before May 1, 2015**
\$30/week **after May 1, 2015**

Camp Cadets, Entering Grades K-1

Weeks 1, 2, 4-6: \$46/week **before May 1, 2015**
\$56/week **after May 1, 2015**
Week 3: \$31 **before May 1, 2015**
\$41 **after May 1, 2015**

Kamp Kiwanis, Full Week

Weeks 1, 2, 4-8: \$100/week **before May 1, 2015**
\$105/week **after May 1, 2015**
Week 3: \$80 **before May 1, 2015**
\$85 **after May 1, 2015**

Kamp Kiwanis, 3 Day Week

Weeks 1, 2, 4-8: \$70/week **before May 1, 2015**
\$75/week **after May 1, 2015**
Week 3: \$47 **before May 1, 2015**
\$52 **after May 1, 2015**

***Full Week Pre Camp: 7:30am-9:00am**

Weeks 1-8: \$20/week

***Full Week Post Camp: 3:00pm-5:00pm**

Weeks 1-8: \$34/week

3 Day Camp: 7:30am-9:00am

Weeks 1-8: \$12/week

3 Day Camp: 3:00pm-5:30pm

Weeks 1-8: \$20/week

*Pre and Post Camp is only available for Kamp Kiwanis campers. No prorated fee for Pre and Post Camp for Week 3.

Camp fees can be paid by cash, check or credit card. Please make checks payable to the "Village of Brookfield".

If camp fees are not received the Friday before each camp week the following procedure will take effect:

After Monday check in, if a camper's fees have not been paid, a call will be placed to the parent/guardian. Payment will need to be brought to the recreation office that morning or the parent/guardian will need to pick up their child for the day. The child will be unable to participate in the camp program until payment has been made.

Transfers/Cancelations/Refunds

Transfers from one week to another must be approved by Recreation Department Office staff in advance of the camp week's start and will be accommodated only if space is available in the requested week. The \$10 deposit will be transferred to the requested week. The \$10 deposit is not refundable.

Requests for refund must be made in writing prior to the start of the camp week. Refund will be assessed a processing fee of \$5.00. Cancelations may be allowed for medical reasons and may require a physician's note. Processing fees will not be assessed for approved medical excuses but refund will be prorated for any time spent at camp that week.

CAMP INFORMATION AND OPERATIONS CHECK IN AND CHECK OUT PROCEDURES

Camp Cadets, Ages 3-4

Children registered in the Camp Cadets, Ages 3&4 should arrive at camp no earlier than 9:25am. Camp is based out of the Recreation House, located at 4301 Elm Avenue, on the Northwest corner of JayCee/Ehlert Park. Parents/Guardians need to check their child(ren) in each day with staff at the Recreation House.

Campers can be checked out by parent/guardian each day at 11:30am from either inside the Recreation House or from the adjacent yard.

Camp Cadets, Entering Grades K-1

Children registered in the Camp Cadets, Entering Grades K-1 should arrive at camp no earlier than 9:25am. Camp is based out of the Recreation House, located at 4301 Elm Avenue, on the Northwest corner of JayCee/Ehlert Park. Parents/Guardians need to check in their child(ren) each day with staff at the Recreation House.

Campers can be checked out by parent/guardian each day at 12:00pm from either inside the Recreation House or from the adjacent yard.

Kamp Kiwanis, Full Week Camp and 3 Day Camp

Children registered in the Kamp Kiwanis, Full Week or 3 Day Camp, should arrive at camp each day no earlier than 8:50am. Campers should go to the picnic pavilion in Kiwanis Park, and check in with staff immediately upon arrival.

Full Week and 3 Day Week campers will be dismissed from the Kiwanis Park picnic pavilion each day. Campers need to check out with staff before leaving the camp area.

Kamp Kiwanis, Pre Camp

Children registered for Pre Camp should meet each morning in the Recreation Hall, lower level of the Brookfield Municipal Building, 8820 Brookfield Ave, no earlier than 7:30am. Please enter on the East side of the building (Police door) and check in with staff upon arrival.

Kamp Kiwanis, Post Camp

Children registered for Post Camp will be escorted by staff to the Recreation Hall at the end of the camp day (3:00pm) and will be dismissed from there with Parent/Guardian check out no later than 5:30pm.

Kamp Kiwanis Bike Riders/Walkers

If your child(ren) will be bike riding or walking to camp, written permission must be on file with the Recreation Department Office. A permission form is located on the Emergency Contact & Pick Up Information Form provided with this manual. Upon arrival, your child(ren) will need to check in with staff.

If riding a bike, please be sure to secure the bike to a bike rack with a lock.

Staff will dismiss bike riders/walkers at 3:00pm each day after checking out.

Please Note: if thunder and/or lightening is present at dismissal time, it is our policy to keep all bike riders and walkers at camp at least 20 minutes after the last sighting of lightening or sound of thunder. If this situation arises we will contact parents/guardians.

Pick Up Policy

All children registered in all our summer day camp programs (except those registered in Kamp Kiwanis with permission to bike ride or walk to and from camp) will be dismissed ONLY to those persons listed on their Emergency Contact & Pick Up Authorization Form. If an occasion arises where the person picking up your child is not on your list, a note authorizing the pick up must be given in advance to your child's counselor. If you need to make changes to your original Pick Up Authorization Form, please notify the Recreation Office for a new one.

If a note authorizing the change in pick up is not received, your child will remain at camp until a parent/guardian can be reached for permission.

Late Pick Ups/Fees

Check out times at each camp are as follows:

Rec House Kids Camp, Ages 3&4	11:30am
Rec House Kids Camp, Entering Grades K-1	12:00pm
Kamp Kiwanis, Full Week & 3 Day Week	3:00pm
Kamp Kiwanis Post Camp	5:30pm

If your child is not picked up within 10 minutes of the above check out times, a late fee of \$1 per minute will be billed to the parent/guardian. The time on the clock at the camp location will be used to determine the amount of time a pick up is late. If your child is not picked up within 15 minutes of check out time, parents/guardians will be called and/or emergency numbers if needed.

Attendance

Attendance will be taken each day at all camps. If your child is ill or will not be attending camp, please call the Recreation Office at 708/485-1527 before 8:00am, so the appropriate camp staff can be notified. If you get our voice mail, please leave a message that includes your child's name, camp they are attending and the day they will be absent.

WHAT TO WEAR/WHAT TO BRING TO CAMP

Camp Tee-Shirts

Each camper will receive one camp tee-shirt during the first week of camp.

Kamp Kiwanis campers need to wear their tee-shirts on days they will be off-site on field trips. If a second tee-shirt is given on field trip days to a camper forgetting a tee-shirt, a fee of \$7 will be billed to the parent/guardian.

A limited number of extra tee-shirts may be available for purchase (sizes limited) for \$7 per shirt.

What To Wear

A variety of games and activities will take place each day at camp. Be sure to dress in comfortable clothes suitable for outdoor play and messy camp activities. **Closed foot shoes/gym shoes must be worn each day at camp.** Heely shoes, sandals, flip-flops, open toed or open heel shoes are not suitable for active, outdoor play and should not be worn at camp.

Pool shoes or sandals should be packed, not worn to camp, on water days or swim outing days.

Snacks/Lunches

For **Kamp Kiwanis**: please pack a lunch with drink for each day of camp. If your child is attending pre and/or post camp each day, you may want to provide your child with additional snacks for those times.

Vending machines for beverages are no longer available at the camp site.

Lunches are kept in portable coolers. Refrigeration is available for lunches if needed.

On days when campers are attending a field trip and need to bring lunch, lunch items packed in a disposable bag (clearly marked with name) is preferred.

For **Camp Cadets**: please pack a small snack and drink (clearly marked with name) for each day of camp.

Water bottles are always welcome any day at camp. Re-usable water bottles are a preferred choice and they help keep our camps GREEN. Please remember to note any food allergies your child(ren) may have on their Health and Medical History Form attached to this manual.

Sunscreen

Children should apply sunscreen prior to coming to camp each day. Each child should bring their own supply of sunscreen to camp to help avoid allergic reactions. Reapplication reminders will be given through out the day to help ensure protection.

What To Leave At Home

Unless an item is specifically asked for by camp staff for an activity, your child(ren) does not need to bring anything other than a lunch/snack and drink to camp. Items such as games, toys, cell phones, other electronic devices, and personal items should not be brought to camp. The Village of Brookfield and its employees are not responsible for any items or money brought to camp that may become lost, stolen or damaged. If an item is brought to camp, staff reserves the right to collect the item for safe storage until the parent/guardian or camper asks for it as they leave camp at the end of the day.

Money is not needed at camp. If money is brought to camp your child(ren) is responsible to handle and carry it on their own. Staff has been instructed not to carry or hold money that belongs to campers.

ILLNESS/INJURY/MEDICATIONS

The Village of Brookfield does not cover the medical expenses for any injury/illness that might occur from participation in our day camp activities. Expenses are covered by your family medical insurance.

Illness

If a child becomes ill during camp, the parent/guardian will be notified and asked to pick up the child as quickly as possible. The ill child must receive appropriate medical treatment before returning to the program. A medical release from a physician may be required before a child is allowed to return to the camp program in some cases.

In consideration of other campers and staff, please do not send your child(ren) to participate in the camp program if they show any of the following symptoms:

- Fever of 100° or higher
- Vomited one or more times within the last 24 hours
- Diarrhea
- Draining rash
- Eye discharge or Acute Bacterial Conjunctivitis (Pink Eye)
- Symptoms of any contagious disease such as: chicken pox, flu, strep throat, etc
- Green nasal discharge
- Fatigue that prevents participation on regular activities

Your child(ren) must be free of fever for 24 hours before returning to the camp program. If medication is prescribed, a full 24 hours of treatment is required before returning to the camp program.

Please notify the Recreation Department as soon as you can if your child contracts any contagious/communicable disease and when it appeared. If illness is contagious a physician's note is required before returning to the camp program.

Injury

In the case of a minor injury, staff will administer basic first aid. Basic first aid procedures may include: cleaning the affected area, applying a bandage or ice pack or resting a child that has become overheated by activity or weather conditions. Parents/guardians will be notified of any injury when they arrive to pick up their child(ren).

If the injury requires additional attention, first aid will be administered and the parents/guardians will be contacted.

When a serious illness or injury occurs to a minor child, staff is required to call 911 for assistance. Parents/guardians are notified and the child is transported to the hospital. If the illness or injury is not life threatening (based on paramedic's evaluation) the parent/guardian may sign a release form stating they do not want the child to go to the hospital. In order to sign this release the parent/guardian must be able to get to the site of the illness or injury before the ambulance leaves. Any medical expenses incurred for the ambulance and medical treatment is covered by your family insurance.

Medications

Strict policies have been put in place regarding the dispensing of medication to camp participants. These policies need to be followed if a participant is required to receive prescription medication and/or over the counter medications such as pain relievers, cough drops, etc, while participating in camp activities.

Parents/Guardians must complete a Medication Form and/or an Authorization and Indemnification for Administering Medication Form for any and all medications (prescribed or over the counter) that are administered during the camp program by the participant themselves or by camp staff. These forms are enclosed with this manual or available in the Recreation Department Office.

Medications that need to be brought to camp, should be given to staff each day to be stored in the camp's first aid kit. Participant's need to notify staff when they need to have medication administered each day. Staff will fill out medication log each time a medication is dispensed or administered, noting the time and dosage given.

WEATHER

All camps will be held rain or shine! Indoor locations are available to all camps in the event of severe weather conditions.

FIELD TRIP PROCEDURES/BUS RULES *(Kamp Kiwanis Only)*

Weekly outings have been planned for campers attending Kamp Kiwanis. Outing information will be included in the weekly calendars, sent home with your camper each Monday.

Disposable sack lunches are preferred on field trip days, as they can be easily disposed of and do not have to be carried throughout the day.

Camp tee-shirts need to be worn on field trip days and days that campers leave the base camp location (Kiwanis Park). If your child(ren) arrives at camp without the camp tee-shirt they will be given another and the parent/guardian will be billed \$7 for the new shirt.

Money and/or other personal items brought to camp on field trip days is the responsibility of your child(ren). Camp staff is not responsible for lost or stolen money and/or items, and staff has been instructed not to hold or carry any money or personal item belonging to campers or other staff.

On time arrival at camp is especially important on field trip days. Please be sure your camper arrives at 9:00am. If a camper arrives late and misses the bus on outing days, the parent/guardian will be called to pick the child up from the recreation office for the day.

Regular camp activities are not held on field trip days. If your child(ren) will not be attending the field trip they should remain at home for the day.

School bus transportation will be provided for all field trips. The following bus rules apply to all participants on the bus:

- Remain seated throughout the entire ride
- Hands, heads, arms, etc must remain inside the bus at all times
- Feet and personal items should be kept out of the aisle
- Screaming, shouting, loud and/or inappropriate noises are not allowed on the bus
- Nothing can be thrown out of the windows or within the bus
- Follow the directions of the bus driver and the camp staff

CODE OF CONDUCT

Our camp staff is ready to provide a safe, fun, healthy and enjoyable experience for all camp participants. All children attending camp are expected to follow the camp rules and behave in an appropriate manner.

Please review the following information with your child(ren) so that they are aware of the behavior that is expected of them at camp. Camp rules will be posted at each camp and may include additional rules plus those listed below.

- Follow all directions the first time they are given
- Respect each person and their belongings
Disrespectful/offensive language or behaviors will not be tolerated at camp. Permission must be given before touching someone's personal belongings.
- Clean up after yourself
- Respect the camp environment and all its facilities, equipment and properties, using them as they were intended
Parents/Guardians are responsible for any damage their child(ren) causes to the camp facilities, equipment and properties
- Each person is responsible for their own actions and personal belongings

Discipline Policy

Our discipline policy for camp is to teach participants to take responsibility for their own actions and accept the consequences that occur when behavior is inappropriate. Our campers are different ages with different ways of learning and our discipline policy tries to address inappropriate behavior using different methods. It is difficult to specify exact procedures for every circumstance; therefore, the severity and intention of the inappropriate act are variable factors that will be considered when determining the appropriate course of action to be taken.

Please review the following discipline procedures with your child(ren) so they are aware of the consequences of inappropriate behavior.

Refunds are not given for behavior infraction suspensions or dismissals.

Discipline Procedures

The following procedures are for campers who are exhibiting consistently disruptive behaviors:

1. Staff will give verbal warning, redirecting camper to more appropriate behavior. Depending on the situation several verbal warnings may be given.
2. Camper will be required to sit out from an activity for 3 to 10 minutes (depending on age) to “cool off”.
3. If behavior continues, a Discipline Note will be sent home to parent/guardian for review and signature.
4. Call and/or conference between staff, camper and parents will be set to address the behavior.
5. Suspension for remainder of the camp week (without refund).
6. If behavior continues, the Brookfield Recreation Department reserves the right to dismiss the child from the program (without refund).

The following examples of misconduct/behavior are considered serious and may lead to immediate reprimand, suspension or dismissal from the program:

- Fighting and behavior that intentionally threatens the safety of the child, other children or staff
- Stealing or damaging Village property or someone’s personal property
- Leaving the camp or program site without permission
- Bullying, threats or verbal harassment of campers and/or staff
- Use or possession of illegal substances such as: alcohol, tobacco, drugs, fireworks or weapons of any kind
- Frequent use of offensive language
- Continued disruption of the camp program and refusal to follow camp rules or staff direction

LOST AND FOUND

Each year a variety of lost items remain behind once the day camp season has ended. Please help us, help you! Label all belongings with your child(ren)'s name. We do our best to return an item that has a child's name on it.

If your child attends our Camp Cadet's Program, lost and found items will be placed in a box at the Recreation House until the last day of camp. If your child attends our Kamp Kiwanis, lost and found items will be placed in a box in the Recreation Hall, lower level of the Brookfield Municipal Building.

Lost items that appear to be more valuable (money, jewelry, electronic devices, etc) will be kept in the Brookfield Recreation Office.

All lost and found items will be kept until the last day of August. At that time all items will either be donated or discarded depending on their condition.

**THANK YOU FOR CHOOSING THE BROOKFIELD
RECREATION DEPARTMENT'S SUMMER DAY CAMP
PROGRAM!
WE ARE GLAD YOU WILL BE SPENDING YOUR CAMP
DAYS WITH US!**