



# Parent Handbook

2016

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## Message from the Lombard Park District Staff

Welcome to the Lombard Park District Day Camp! Our Camp programs are designed for your child or teen to have a fun and safe experience. Please read the information provided in this packet and cooperate with us by following the policies and procedures of our program. Please retain this packet to refer to throughout the summer. Periodically, additional information may be sent during camp.

Feel free to call if you have any comments, questions, or concerns regarding Day Camp or Teen Camp.

Our staff is looking forward to a safe and enjoyable summer!

Sincerely,

The Lombard Park District Staff

## Goals of the Lombard Park District Day Camp:

It is the Lombard Park District's goal to offer a program that will provide each camper the opportunity to:

- Participate in a variety of leisure activities including sports, games, arts and crafts, cookouts, swimming, field trips, special events, and more.
- Develop healthy social/interpersonal skills.
- Participate in activities where sportsmanship is required.
- To have a fun and enjoyable summer!

### Lombard Park District Mission Statement

The mission of the Lombard Park District is to provide people with quality recreation opportunities to enjoy life.

## About the Staff

Our counselors are mostly college level students, and some education professionals with unsurpassed energy and camp spirit. Many counselors return year after year to help create an exceptional summer atmosphere for your camper.

## Parent Orientation

An informational parent meeting for Day Camp will be held on Wednesday, May 25 at 6:00 pm at Sunset Knoll Recreation Center. Parents who have children signed up for Day Camp will be able to pick up their campers t-shirt and Emergency forms, which must be filled out and handed in before the camper's first day. For additional information, visit our website: lombardparks.com.

## Medication

The camp staff needs to be notified of any medications your child may need to take during the summer program. A release form is attached to this packet and must be signed and returned by a parent/guardian for medications to be issued. Medications should be sent in the original container and has to be a prescription. Staff will use a medication log when dispensed. Self-carry inhalers are allowed when proper forms have been filled out.

## Emergency Care and Forms

Participants will receive a Day Camp emergency form (attached to this packet) that is to be completed and returned at the time of registration. If registering online, the emergency form must be handed in to Sunset Knoll before the first day of camp. If there are any changes, please notify the Site Supervisor or Program Manager. Your child's Camp Counselor and Site Supervisor will have this form on them at all times while camp is in session.

In the event your child becomes ill or injured while attending camp, the following actions will occur:

1. Parent will be contacted and will be asked to pick up their child if necessary. If the parent can't be reached, the emergency number(s) provided will be called.
2. Basic first-aid will be applied for minor injuries.
3. For serious injuries, staff will contact local paramedics and notify parents or emergency contact. If it is impossible to reach the parent/guardian, paramedics will take the child to the nearest medical facility.

## Registration

Registration for Day Camp, Teen Camp, Sunrise or Sunset Camp must be done at the Sunset Knoll Recreation Center (820 S. Finley Road, Lombard). Camp staff will not be allowed to take registration forms and money at Pleasant Lane School or Lombard Community Building. Registration for camp must be completed three business days before the first day. Emergency/Information Form, Field Trip Permission Form, and Medication Form (if needed) must be filled out at the time of registration.

## 3 Day Option

The 3-day option is only offered for Monday, Wednesday, and Friday and can only be used within the same week. Campers will receive a t-shirt the first time that they are registered.

## 5 Day Option

5 Day Option includes Monday, Tuesday, Wednesday, Thursday, and Friday within the same week and includes a t-shirt. T-shirts are only given the first time a camper is registered.

## 10 Day Option

10 Day Option includes 10 days within a session or two weeks. Two t-shirts are included with this option and are only given the first time a camper is registered.

## Full Camp Option

Full Camp Option includes the entire 10 weeks of camp and includes 2 t-shirts that are only given at the first time a camper is registered.

## PYD (Pick Your Day)

PYD must be a minimum of three days within the same week and requires in-person registration and is not available for online registration. If switching days during the same week, parent/guardian must go to Sunset Knoll Recreation Center to switch days and bring receipt or proof of switch to camp. PYD includes a t-shirt for your camper, and are only given at first time of registration. Pricing is as follows:

Resident (Non Field Trip Day)	\$32
Non Resident (Non Field Trip Day)	\$40
Resident (Field Trip Day)	\$42
Non Resident (Field Trip Day)	\$50

## Extended Camp

**Sunrise Camp:** 7:00 am - 9:00 am

**Sunset Camp:** 3:30 pm - 6:00 pm

If paying a fee for one day of Extended Camp, you may fill out a registration form at Pleasant Lane and submit a form of payment of either check or credit card. No cash will be accepted at Pleasant Lane or Lombard Community Building for a registration fee.

- Please provide additional snacks for your child.
- Inform your child of transportation arrangements.
- We will only release your child to those noted on the Emergency Form.
- Please make sure information is accurate throughout the summer.

## Code of Conduct

All participants are expected to exhibit appropriate behavior at all times. The following guidelines are designed to provide safe, enjoyable activities for all participants.

Campers should adhere to the following:

- Show respect to all campers and staff.
- Take direction from staff.
- Clean up after themselves.
- Refrain from abusive or foul language.
- Refrain from causing bodily harm to self or others.
- Show respect for equipment and supplies.
- All personal electronic equipment should be left at home. This includes, but is not limited to iPods, tablets, hand-held games, cell phones, etc.
- Campers are to inform a staff member when being disturbed or taunted by other campers.

## Discipline

A positive approach is used when disciplining. If inappropriate behavior occurs, staff will develop a solution specific to each situation. Lombard Park District reserves the right to dismiss a participant whose behavior endangers the safety of him/herself or others. We follow a systematic approach to discipline.

**1st Offense:** Verbal warning

**2nd Offense:** Loss of privileges and parent notification

**3rd Offense:** Parent meeting/removal from camp if needed

## Camp Arrival & Dismissal

We ask that each camper be dropped off and picked up inside the building so that staff may have the opportunity to become familiar with each camper's form of transportation. A parent sign-in/out procedure has been established at the site. **Sign out is required at the end of each day. Your child will not be released if this procedure is not followed.**

Your child will not be allowed to leave camp with anyone not listed on the Emergency Information Form. All information is kept confidential.

If your child will be arriving to camp late or departing early, please inform the Site Supervisor by a written letter and arrangements will be sent with the counselors. If someone else will be picking up your child, please inform the Site Supervisor in a written letter (name must appear on Emergency/Information Form). They will then note this in the sign-out book.

## Top 8 Things to Bring to Camp

- 1. Water:** Please provide a labeled non-disposable bottle. On hot days we recommend freezing the bottle overnight.
- 2. Lunch:** Please provide a well-balanced lunch that will allow your child to maintain an active day.
- 3. Spray Sunscreen:** We recommend that you provide **SPRAY** sunscreen, as our staff can only assist your child with this kind of sunscreen.
- 4. Tennis Shoes:** This insures safety and comfort as we will be doing many outdoor and active games. Sandals are acceptable on pool days **ONLY!**
- 5. Snack:** If your child is attending Sunrise/Sunset Camp.
- 6. Comfortable Clothing:** Campers need to be dressed for the weather so they can participate in active games. Avoid dark and heavy clothing on hot days. Hats are allowed.
- 7. Backpack:** This will allow your child to keep their belongings together. Please label all of your child's belongings.
- 8. A smile and positive attitude!**



## Pool Days

### WHAT TO BRING ON POOL DAYS

- Camp t-shirt
- Towel
- Water bottle
- Swimsuit
- Lunch

### JUNIOR CAMPERS

Junior Camp will be meeting at the Lombard Community Building (433 E. St. Charles Road) on Mondays & Wednesdays. See page 6 for complete listing of pool days. Camp will visit Paradise Bay Water Park in the afternoon. Entrance for camp are the sliding doors at the Community Building. Signs will be displayed to show you where the Day Camp entrance is.

During pool visits at Paradise Bay, campers are assigned to a Counselor and are expected to stay with the Counselor during the entire visit to Paradise Bay Water Park. Counselors will be responsible for their group and will inform campers to stay by them the entire time. Counselors assign bathroom breaks, concession breaks, and swimming breaks with their groups. All campers are expected to adhere to the assigned breaks and changes will be made if necessary. If a camper does not adhere to the assigned breaks or rules, swimming privileges will be taken away for the rest of the day and parents/guardians will be notified.

Campers conclude their scheduled swimming time at 3:00 p.m. and will meet on the grassy area in front of Paradise Bay Water Park ready for pick up between 3:15-3:30 p.m. We ask you to wait outside the Water Park to pick up your camper. If you plan to pick up your camper prior to 3:15 p.m., staff should be contacted in advance to accommodate this request. On extremely hot days, campers will be waiting inside the Community Building for pick up. Please fill out the emergency/information form, which also tells us what pool level they are allowed to swim in. If pool levels are not clearly notified, camper will not be able to swim. Staff will group campers together with similar swimming abilities.

### SENIOR/TEEN CAMPERS

Senior/Teen Campers have the opportunity to go to the pool additional days because Senior/Teen Camp is held at the Lombard Community Building. These additional pool days are a privilege to Senior/Teen Campers and can be taken away at any time based on cooperation, attitude, and general behavior.

During pool visits at Paradise Bay campers are assigned to a Counselor and are expected to stay with the Counselor the entire visit to Paradise Bay Water Park. Counselors will be responsible for their group and will inform campers to stay by them the entire time. Counselors assign bathroom breaks, concession breaks, and swimming breaks with their groups. All campers are expected to adhere to the assigned breaks, and changes will be made if necessary. If a camper does not adhere to the assigned breaks or rules, swimming privileges will be taken away for the rest of the day and parents/guardians will be notified.

## SWIM LESSONS

Swim lessons are now available only to Day Camp participants. The cost is \$3 per lesson or you can purchase eight lessons for \$16. Swim lessons will be held on Wednesdays from 8:30-9:10 am at Paradise Bay Water Park where Day Camp is scheduled every Wednesday during the summer. Once campers are done with swim lessons, counselors will pick them up from inside the water park and bring them to the camp. Additional registration is required for Swim Lessons.

## Field Trips

Junior and Senior campers will be going on field trips every Friday. During the week of July 4, campers will be going on the field trip on Wednesday. Teen Camp will be going on field trips every Wednesday. During the week of June 27, the field trip will be on Thursday. The field trip schedules are on pages 6 and 7. The field trip permission form is attached to the Camp Handbook or can be found at lombardparks.com. The field trip form only has to be filled out once and will be used for all field trips during the summer. The field trip form must be signed by a parent/guardian and handed in at the time of registration. If an emergency contact needs to be changed, a new field trip form must be filled out.

Field trip departure times may vary throughout the entire summer. Please make sure your camper arrives to camp on time. If camper is running late, please call the phone number that is assigned to your camp.

Please note that if Lombard Park District counselors and staff feel that a field trip facility is unsafe, counselors have the right to leave the facility and cancel the rest of the field trip for the day.

Campers may bring money for gift shops, etc. It is not always guaranteed that we will stop at the gift shop on trips. Money should be in a labeled envelope with camper's name and amount of money enclosed. Camp staff is not responsible camper's money or belongings.

### IMPORTANT ITEMS TO BRING ON FIELD TRIP DAYS

- Camp t-shirt (Junior and Senior Camp)
- Brown bag lunch: Please make sure all contents of lunch are disposable. Example: no Tupperware, insulated lunch bags, etc.
- Comfortable shoes
- Sunscreen
- Water
- Backpack

## Walking Trips

Walking trips are a way to get out of the normal routine and have fun! We will either be going to the Lombard Lagoon, or Dairy Queen. Walking trips are listed on pages 6 and 7.

## Lost and Found

Please encourage your child to keep track of his or her belongings. The Park District and its counselors will not be held responsible for lost or stolen items. There will be a lost and found area where all belongings at the site will be placed in a box. If your child should lose any belongings, please feel free to look through the Lost & Found box. At the end of each camp session, all lost articles will be placed in the office at Sunset Knoll Recreation Center for one week.

## Evaluation Forms

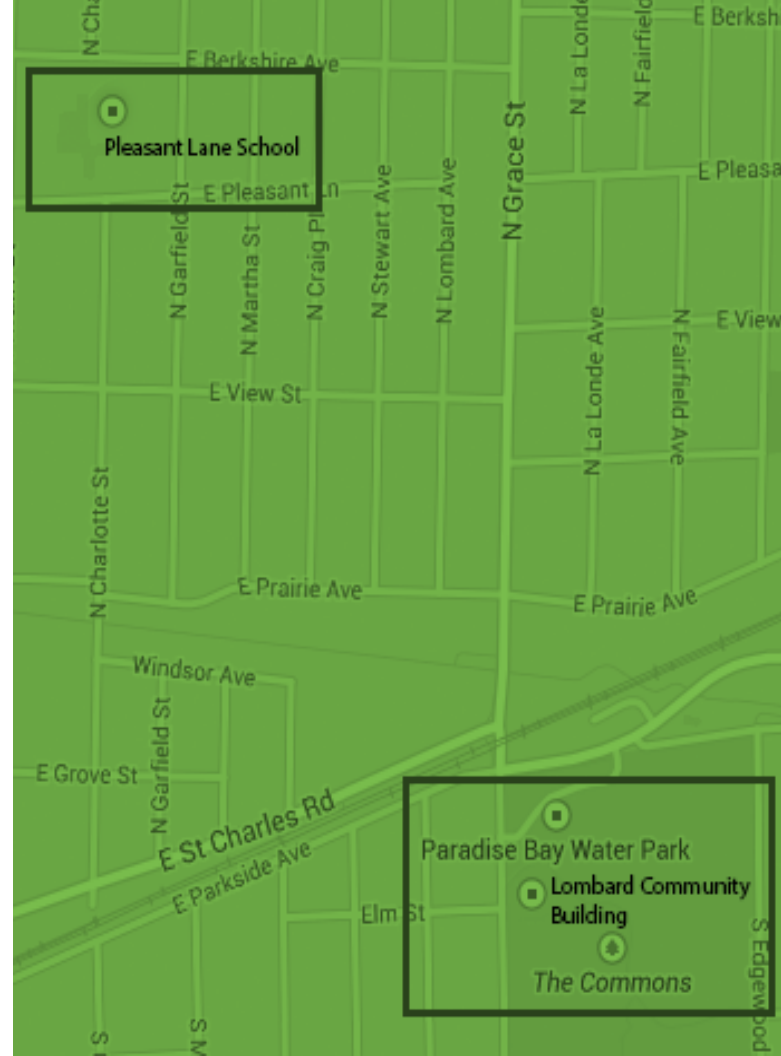
Your feedback is important to us. Please take the time to complete the evaluation form you will receive at the end of each camp session and return it to the Site Supervisor or drop it off at the front desk at Sunset Knoll Recreation Center.

## Important Contact Information

Sunset Knoll Recreation Center: (630) 620-7322  
(Junior, Senior, and Teen Camp)

Pleasant Lane Office: (630) 627-4202  
(Junior Camp)

Meri Niehaus, Program Manager: (630) 953-6101  
(Junior, Senior, and Teen Camp) [mniehaus@lombardparks.com](mailto:mniehaus@lombardparks.com)



## Camp Schedules

### JUNIOR CAMP

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Session 1</b> June 6-10	First Day of Camp!	Break the Ice	Pool Day	Unbirthday Day	Field Trip: Odyssey Fun World (Lunch Provided)
<b>Session 2</b> June 13-17	Pool Day	Aliens and Cowboys	Pool Day	Color Crazy	Field Trip: Cypress Cove Water Park
<b>Session 3</b> June 20-24	Pool Day	Walking Trip: Cookout at Lagoon (Hotdog Lunch)	Pool Day	Girl Power vs. Minecraft	Field Trip: Rainbow Falls Water Park
<b>Session 4</b> June 27-July 1	Pool Day	Icky Sticky Creations	Pool Day	Mad Scientists	Field Trip: Stardust Bowl
<b>Session 5</b> July 4-8	No Camp Happy 4th of July!	We are Family (Teamwork)	Schaumburg Boomers Baseball Game	Wet, Wild, & Wacky	Pool Day
<b>Session 6</b> July 11-15	Pool Day	Game On!	Pool Day	Makin' Music	In House: Magic with Gary Kantor
<b>Session 7</b> July 18-22	Pool Day	Minute to Win it!	Pool Day	Christmas in July Walking Trip: Dairy Queen	Field Trip: Rocket Ice Skating
<b>Session 8</b> July 25-29	Pool Day	Welcome to Seussville	Pool Day	So you want to be in the circus?	Field Trip: Winnetka Beach
<b>Session 9</b> August 1-5	Pool Day	Jurassic World	Pool Day	Ocean Explorers	Field Trip: Lincoln Park Zoo & Maggie Daley Park
<b>Session 10</b> August 8-12	Pool Day	Day Camp Olympics	Pool Day	Day Camp Olympics	End of Summer Party!

## SENIOR CAMP

	Monday	Tuesday	Wednesday	Thursday	Friday
Session 1 June 6-10	First Day of Camp!	Break the Ice	Pool Day	Unbirthday Day	Field Trip: Odyssey Fun World (Lunch Provided)
Session 2 June 13-17	Pool Day	Aliens and Cowboys	Pool Day	Scavenger Hunt	Field Trip: Cypress Cove Water Park
Session 3 June 20-24	Pool Day	Walking Trip: Cookout at Lagoon (Hotdog Lunch)	Pool Day	Girl Power vs. Minecraft	Field Trip: Rainbow Falls Water Park
Session 3 June 27-July 1	Pool Day	Inventor's Workshop	Pool Day	Myths and Legends	Field Trip: Stardust Bowl
Session 3 July 4-8	No Camp Happy 4th of July!	We are Family (Teamwork)	Schaumburg Boomers Baseball Game	Wet, Wild, & Wacky	Pool Day
Session 4 July 11-15	Pool Day	Game On!	Pool Day	Walking Trip: Dairy Queen	In House: Magic with Gary Kantor
Session 4 July 18-22	Pool Day	Minute to Win it!	Pool Day	Christmas in July	Field Trip: Rocket Ice Skating
Session 4 July 25-29	Pool Day	iFiesta!	Pool Day	Friends Forever	Field Trip: Winnetka Beach
Session 5 August 1-5	Pool Day	Hawaiian Hullabaloo	Pool Day	Color Crazy	Field Trip: Lincoln Park Zoo & Maggie Daley Park
Session 5 August 8-12	Pool Day	Day Camp Olympics	Pool Day	Day Camp Olympics	End of Summer Party!

## TEEN CAMP

	Monday	Tuesday	Wednesday	Thursday	Friday
Session 1 June 6-10			Field Trip: Lazer Quest		
Session 2 June 13-17			Field Trip: Rainbow Falls Water Park		
Session 2 June 20-24			Field Trip: Cypress Cove Water Park		
Session 3 June 27-July 1				Field Trip: Winnetka Beach	
Session 3 July 4-8	No Camp Happy 4th of July!		Field Trip: Schaumburg Boomers Baseball Game		
Session 4 July 11-15			Field Trip: Stardust Bowl		
Session 4 July 18-22			Field Trip: Bowling at Brunswick Zone		
Session 4 July 25-29			Field Trip: Crystal Lake Beach		
Session 5 August 1-5			Field Trip: Big Surf Wave Pool, Mount Prospect		
Session 5 August 8-12					End of Summer Party!

