



FOX VALLEY PARK DISTRICT

# Red Oak Camp Parent Handbook 2017



## Welcome

We are looking forward to a fun and safe camp experience. This parent handbook is intended to provide you with an overview of the guidelines that have been put in place to secure the safety and success of all the children who attend Fox Valley Park District camps. Please read through the handbook and keep it for your future reference.

## Philosophy

The mission of Fox Valley Park District Camps is to provide opportunities for participants to develop a positive and confident self-image while engaging in activities that promote learning and personal growth. Our camps focus on teaching respect for their environment while developing a sense of responsibility for self and others.

Our aim is to provide warm, trusting, qualified and responsible camp counselors who understand the needs of the children and parents. We support and encourage parent involvement and open communication. It is the primary goal of the Fox Valley Park District to provide opportunities for participants to have positive camp experiences and create lasting friendships and memories.

## General Guidelines & Safety Standards

1. All participants should dress appropriately for the weather.
2. Children should wear closed-toe shoes at all times.
3. The use of cell phones and other electronic devices is not permitted during the camp day.
4. Be sure to label all of your child's belongings.
5. Staff is not responsible for any lost, damaged or stolen items. We ask that your child leave all personal belongings at home.
6. We ask that all campers refrain from chewing gum.
7. Participants shall not possess any weapons or items that may be used as weapons.
8. Participants should not bring money with them to camp. (In an effort to promote healthy choices and activity, children will not be allowed to purchase from the vending machines or make purchases on field trips.)

## Sign In / Sign Out

When you pick up or drop off, you must enter the building and sign your child in or out. Please remember to record the time. The staff cannot dismiss a child without a parent or guardian coming into the building to sign the child out. Please ensure that you carry a photo ID at all times. If anyone other than the parent or guardian is picking up a child, that person must be authorized to do so on the Emergency Card. A photo ID will be checked.

## Late Pick Up

It is important to be on time to pick up your child. If you are going to be late, please call the front desk as soon as possible. Parents will be required to pay a late pick-up fee of \$5 if the parent is 10 minutes late. If the parent is more than 10 minutes late, the fee is \$1 per minute thereafter. This late fee is per family, not per child. The fee can be added to your account or may be paid upon time of pick up. Please be aware that late fees will be enforced regardless of weather and any unexpected circumstance. If a parent is later than 15 minutes picking up a child and has not called, the supervisor will attempt to reach the child's emergency contacts.

It is the responsibility of the parents to ensure that the Park District has current contact information for their emergency contacts at all times. Emergency contact information must be on the child's emergency card. If a parent is late, our staff will diligently call all phone numbers for parents and emergency contacts. If we are unable to reach any contacts, we will have to notify the police department.

Our camp counselors will maintain a positive, caring atmosphere for the child during this time and ensure that the child is comfortable and safe. Our counselors will only discuss the issue with a parent or emergency contact, never with the child.

## Walking Trips

From time to time, the camps will take short walking trips away from the camp location to visit nearby parks and trails and explore nature.

## Behavior Expectations

The following guidelines have been developed to help make camps safe and enjoyable for all participants. All participants are expected to exhibit appropriate behavior at all times. Additional guidelines may be developed for specific programs as deemed necessary by staff.

All participants and parents/guardians shall:

1. Show respect to all participants, staff and volunteers. Participants should follow program rules and take direction from staff.
2. Refrain from using abusive or foul language.
3. Refrain from threatening or causing bodily harm to self, other participants or staff.
4. Show respect for equipment, supplies and facilities.

## Discipline

A positive approach will be used regarding discipline. Staff will periodically review guidelines with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The agency reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

If the participant exhibits inappropriate behavior, the following guidelines will be followed:

1. Program leaders will determine the severity of the behavior and immediately take steps to correct it. These may include but are not limited to:
  - A verbal warning.
  - A supervised time-out from the program or redirection to another suitable activity.
  - A suspension from the program for a designated time period.
  - Dismissal from the program or activity. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the agency reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

2. If a participant receives a time-out or a suspension, the supervisor of the program will contact the parent/guardian and explain the inappropriate actions that were observed by staff.
3. Communication between staff and parent/guardian should be ongoing regarding any further incidences of inappropriate behavior. Some other options may be discussed with the parent/guardian, including transfer to another program where inappropriate behavior may be less prone to occur or limited/reduced timeframe that participant is allowed to attend the program.
4. Appeals by the participant and/or participant's parent/guardian should be directed to the Recreation Supervisor and/or Facility Manager.

## **Accommodations**

Upon registration or entry into the program, parents/guardians will be asked to provide any requests for special accommodations needed for their child. If the requested special accommodations are behavior related, the parent/guardian will be contacted for information on how behavior modifications are made at school or home. Attempts will be made to utilize these modifications for the child.

## **Health**

### **Injuries and Illness**

1. 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, vomit and diarrhea-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.
2. We ask that you be considerate of other children and staff and keep your child home if they show signs of illness.
3. In case of contagious disease, please notify camp staff immediately. All parents at that site will be notified as soon as possible.
4. A child must receive appropriate treatment, depending on the condition, before returning to the program and may require a medical release from a physician.

5. 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.

## **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 are required to complete a Permission to Administer Medication Form for any and all medication to be administered to participants by the camp staff or the participants themselves.

All medication must be in the original container with the 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.

Participants are not allowed to keep medication with them; even inhalers must be kept locked up. If a child is administering the inhaler themselves, he or she will simply ask the staff when needed.

## **Contact Information**

If your child will belate to camp or picked up early, please contact the nature center using the following phone numbers. Staff can be reached using the camp cell phone number ONLY during camp hours. If it is an emergency, please contact the main phone number first.

**Main phone: 630-897-1808**

**Summer Camp cell phone: 630-901-1367**

Margaret Gazdacka  
Facility Manager

Christy Graser  
Camp Coordinator & Lead Counselor

## Hold Harmless Agreement

Please read this agreement carefully and be aware that by signing up and participating in this program/activity, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with this program/activity (including transportation services and vehicle operations, when provided).

I recognize and acknowledge that there are certain risks of physical injury to participants in this program/activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in this program/activity against the District, including its officials, agents, program instructors, volunteers and employees.

I hereby authorize and give my consent to the District to photograph/video my child (or me), and without limitation, to use such photographs/video in connection with promoting/advertising the services, programs and facilities of the District, without consideration of any kind. I have read and fully understand the above important information, warning of risk, assumption of risk, waiver and release of all claims, and photo/video authorization.

### STOP!

Before mailing back your child(ren)'s forms, please make sure you have completed the following:

- Read and sign the Summer Camp Authorization Form
- Fill out BOTH sides of the Emergency Information Card
- Read the Parent Camp Letter for information regarding your specific camp guidelines and requirements
- Contact Red Oak Nature Center with any questions or concerns

## Summer Camp Authorization Form

Thank you for participating in Fox Valley Park District's Summer Camp Program. We ask that you read and agree to adhere to the Fox Valley Park District guidelines listed in this handbook. Your support of these standards and guidelines will help ensure your child's success.

Parent/Guardian Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Please list all Red Oak Nature Center camps your child is attending this year:

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I acknowledge that I have fully read and understand all sections of the Red Oak Nature Center Summer Camp Parent Handbook and that my signature confirms receipt and agreed compliance of these policies and guidelines as outlined in this form.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Insect Repellent/Sting Stop Waiver

Check one: \_\_\_\_\_ I do... \_\_\_\_\_ I don't...

...Give my permission to the summer camp staff at Red Oak Nature Center to spray my child with insect repellent if it is deemed necessary. I understand that insect repellent with a DEET concentration of less than 10% will be used or a natural formula containing citronella as its active ingredient will be used.

Check one: \_\_\_\_\_ I do... \_\_\_\_\_ I don't...

...Give my permission for the staff at Red Oak Nature Center to apply the topical ointment, STING STOP, for relief of mosquito bites and/or bee stings, if deemed necessary. STING STOP is a natural, homeopathic gel that relieves itch, pain and redness of insect bites and stings. The active ingredient in this ointment is Echinacea angustifolia, Ledum palustre, Urtica dioica. Inactive ingredients include Citronella oil and Eucalyptus oil.