

**North Riverside Recreation Department
2401 South DesPlaines Avenue
North Riverside, IL 60546
(708) 442-5515**

Dear Parents,

Welcome! The staff of North Riverside Day Camps are looking forward to having your child join them for a fun-filled summer of activities.

This parent manual was developed to assist you in preparing your child for the program. **Please read it thoroughly.** It contains important information which will help your child's camp experience be a safe and happy one.

Please feel free to call the Recreation Department at 442-5515 if you have any additional questions or concerns.

We look forward to a great summer!

North Riverside Recreation Dept.

DAY CAMP MANUAL

I. Introduction

Our Day Camp has an exciting summer of activities planned for your child. Our goal is to provide your child with numerous recreational opportunities which promote fun, cooperation with others, build self-esteem, and enhance creativity. Camp locations are as follows: Adventure Camp is located in the Preschool Room lower level in the Village Commons Building; Action Camp is located in the Community Room lower level in the Police Station; Camp Commons is located in the Gym in the Village Commons Building.

II. Staff

Our staff has been specially selected because of their ability to work with children and their skill background. They have been trained in all areas of recreational programming as well as safety, behavior management, problem solving and leadership.

III. Activities

Activities are planned with the interests and needs of the children in mind. Because we recognize that each child is unique, we try to offer the child as many different activities as possible, as well as choice of activities. Arts and crafts, sports, drama, cooking, nature awareness, active and quiet games are all part of our program. A weekly calendar outlining basic activities is sent home each week with your camper.

IV. Special Events

Each week the staff will be planning special events which may require your child to bring something special, dress up, or who knows what! Please watch for flyers sent home with your child or on special notes marked on your weekly activity calendar.

V. Field Trips

Each week the children will be going on a bus field trip or have a special event. Adventure Camp will not be going on field trips. Location, time, clothing, lunch arrangements, etc. will be sent home by flyer. Please remember, the supervision of your child is the responsibility of our staff. If you feel a need to be at the field trip site **you will be responsible for your child and should drive them there on your own.**

VI. Camper Information/Emergency Forms

The Camper Information/Emergency Forms are extremely important and must be filled out completely and accurately for the safety of your child. If there are any changes to be made on the form once it has been turned in, please put the changes in writing and give it to the staff in the Recreation Department office.

VII. Pick Up and Drop Off Procedures

When dropping off a child, please accompany them into the Community Room and sign them in. Please do not send them early because our staff is involved in planning sessions and your child will not be supervised. **Camp begins at 9:00 AM.**

When picking up your child, please come in personally to pick them up and sign them out. If someone else is to pick them up who has not been previously authorized, a written note must be sent giving your permission. If the staff is in doubt, you will be called before we will permit the child to leave. Please advise the person picking up your child that an ID may be requested. **Half Day Camp ends at Noon. Full Day Camps end at 3:00 PM.**

If your child is given permission to walk or ride his bike home, and it is a one-time only case, please let the staff know **in writing**. All bikes should have a lock and be parked in the bike rack provided.

If your child is in either Before Camp Care and/or After Camp Care, please be sure to read the policies and procedures regarding Before and After Care, which are included in this manual.

VIII. Discipline

For the safety and enjoyment of all the campers, we expect each youngster to respect and adhere to the basic rules of camp. If there is a problem, the staff will first speak with the camper. If the problem cannot be resolved, the Director of Parks and Recreation will intervene, and, if necessary, contact the parents. Appropriate action will be taken if negative behavior continues, with the possibility of termination from the program. Respect for self, staff and other campers is important to the success of our program.

Conduct Policy: Please Read.

In order to maximize the enjoyment of each participant's recreation experience and to ensure their safety in a fun yet nurturing environment, the North Riverside Recreation department has adopted a CONDUCT POLICY for all recreation activities. Participants will be expected to conduct themselves in a respectful manner and treat others the same. Consequences for inappropriate behavior may result in a participant not being permitted to attend an activity or possible termination from the program. Any questions could be directed to the Director of Parks and Recreation.

IX. Lunches

Your child is to bring a **marked paper sack** lunch with a beverage each day unless the staff notifies you of any changes. Lunches will be refrigerated. Please do not send any glass bottles. If your child will be buying snacks or drinks from the vending machines, **please send them with change for the machines.**

X. Snacks

The children will often be preparing snacks while under the supervision of the staff. If your child has any food allergies, please make sure it is indicated on the Camper Information Form.

XI. Medications

If your child needs to take any medications, please indicate on the Camper Information Form. Our staff is not allowed to dispense the medicine, but if you send the proper dosage with your child and a note on what time it is to be taken, it will be stored properly and your child will be reminded as to the time.

XII. Clothing

Each camper will receive a t-shirt the first day of camp. The shirt is provided by the Recreation Department for identification purposes. **IT IS TO BE WORN ON ALL FIELD TRIPS.** (Sorry...only one t-shirt per camper if enrolled in multiple sessions.) On the other days, your child should be dressed appropriately for the weather and the activities for the day. (*Skirts are not recommended*) We do lots of fun, messy, activities. Please send your child in old clothes that are appropriate for day camp. The staff also requests that your child wear gym shoes. (*Sandals often slip off during active play and become a safety hazard.*)

XIII. Personal Items

It is recommended that your child not bring personal items to camp. The staff cannot be responsible for them.

XIV. Parent Concerns

If you have any concerns, please see the Camp Director. If the Director is unable to help you, you will be referred to the Director of Parks and Recreation. We are here to serve you and your child.

XV. Refunds/Transfers/Cancellations

There is a \$10 service charge for **each** session change/transfer or cancellation. **Session refunds will be issued ONLY if the space is filled.**

XVI Child Care Tax Statements

The North Riverside Recreation Department can provide you with a record of payments made towards child care, which can be used for tax purposes. There is a \$10 processing fee for this statement. **Please provide at least 24 hours notice prior to picking up the statement.**

XVII

Before and After Care Policies and Procedures

Before and After Camp Procedures (For Parents and/or Guardians)

1. **All children in either before and/or after care programs must be registered with the office PRIOR to the session in which your child (or children) will be attending.**
2. In our BEFORE CAMP CARE PROGRAM, doors open at **7:30 am**. Please use the REAR DOORS of the Village Commons. Check your child in with the counselor in the B & C Room. (If a counselor is not present by 7:40 am please report to the police station so they can call our emergency back-up counselor.
3. In our AFTER CAMP CARE PROGRAM, please pick up your child no later than **6:00 pm**. Use the rear doors of the Village Commons and look for your child in the B & C Room or the Gymnasium. **Parents who are consistently late will be assessed a \$1 a minute Late Fee.** If after 6:15 PM your child has not been picked up the counselor on duty is instructed to take that child to the Police Station where they can be picked up. **PLEASE NOTE: Parents/Guardians must sign out their child each day.**
4. If your child is going to be picked up by anyone other than those persons listed on your child's Camper Information Form, **WE MUST BE NOTIFIED IN WRITING.** If the counselors do not know the person, identification will be requested.
5. If your child is given permission to ride his/her bike or walk home after cam care, we must be notified in writing before we will release him/her.
6. SNACK INFO: The Recreation Dept. will provide the children in our After Camp Care program with **a beverage and a snack on Field Trip days.** On other days, if you want your child to have a snack, please send it in a separate bag with his/her name marked on it.
7. **PAYMENT INFO:** Parents payments for Before & After Care need to be made one week prior to attending in the Recreation office. Please do not give the counselors payments as they do not have access to the files and or cash register.

HERE'S TO A GREAT SUMMER!