

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

Dear Parents,

Welcome! The staff of Raccoon Club Camp is 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 Department

# RACCOON CLUB DAY CAMP

## **I. Introduction**

Raccoon Club 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. The day camp is located at Komarek School, 8940 W 24<sup>th</sup> Street in the Kindergarten Rooms. You will enter the doors off of 13<sup>th</sup> Avenue. We will also be using the Komarek School theater, outdoor play area, and library as well as the Tot Spot Park down the block.

## **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. Our staff ratio is approximately 1:7 enabling your child to get special attention, if needed.

## **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, music, stories, 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. 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.

## **VI. 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.

## **VII. Personal Items**

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

## **VIII. Clothing**

Each camper should be dressed appropriately for the weather and the activities for the day. 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.*)

**IX. Pick Up and Drop Off Procedures**

When dropping off a child, please accompany them into the Kindergarten 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 9:15 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.

**Camp ends at 11:15 AM.**

**X. 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. Respect for self, staff and other campers are important to the success of our program.

**Conduct Policy: NEW!!! 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.

**XI. Snacks**

The children will be offered 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.

**XII. 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.

**XIII. 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.**

**HERE'S TO A GREAT SUMMER!**