



**Summer  
Pee Wee Camp  
Parent Handbook**



Welcome to the Lockport Township Park District Summer Camp Program. We are looking forward to a fun-filled summer with lots of activities planned for your child. The following handbook of information should help to answer the numerous questions you may have regarding our program. Please read and share the information provided with your child(ren) to ensure that the policies and procedures of our program are followed. Additional information will be sent out via Class Dojo (communication app) prior to camp. If you have other children attending Adventure Camp, please note that some policies and procedures will be different. Most notably is the Discipline Policy.

Please feel free to email if you have any questions concerning camp:

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# **General Information**

## **Camp Vision**

It is our hope that the Lockport Township Park District will offer a camp program that will provide each camper with the opportunity to build confidence, independence, social skills, environmental appreciation, and promote collective responsibility while fostering a sense of community.

## **Camp Mission**

Our summer camps are intentionally planned to enrich the quality of the campers' lives by providing a fun experience with opportunities for them to learn, play, and grow.

## **About the Staff**

A highly qualified and experienced Camp Coordinator supervises each camp. Counselors at each camp are a mix of mature and enthusiastic college students and seasoned preschool teachers. All camp staff are put through camp training, which includes such varied topics as supervision and safety techniques to daily lesson plans and first aid/cpr. We are proud of our staff and know that you will feel the same.

## **Parent Orientation**

A FAQ document will be posted on the Day Camp page of our website. The most frequently asked questions and answers will be addressed in this document.

## **Emergency Form**

When you register for camp online you will be prompted to fill out some emergency information for your child. This will serve as your child's Emergency Form for summer camp. If, for any reason, that information is not filled in, you will be sent an emergency form via email to fill out. This information must be in the hands of your child's camp counselor before they can be dropped off on the first day of camp.

## **Camp Shirt**

The park district will provide each camper with a camp shirt. Shirts will be handed out the first day of camp. Extra shirts are available for \$8.00 per shirt.

# **Camper Guidelines**

## **Arrival/Dismissal**

- Please be sure to drop your child at the appropriate drop off time at the designated camp site. If you arrive early, you will need to wait at the drop off area until staff comes outside to meet you. A sign for the Pee Wee camp will be posted in front of the preschool door. This will be your child's designated drop off site. Further instructions will be sent to parents prior to camp.
- Campers will be checked in by their camp counselors at the beginning of camp, and you will be instructed to sign your camper out at the end of camp. (Please note that we reserve the right to charge a fee for children that are picked up late)
- Please list all persons allowed to pick up your child on the Emergency Form. If a person needs to be added to the Emergency Form, please notify the Camp Coordinator. Be advised that we may ask for ID from anyone picking up your camper at any time.
- If your child will be arriving late or departing early, please notify the Camp Coordinator and arrangements will be made with your child's Camp Counselor. Please keep in mind that dropping off late or picking up early may mean that you will be instructed to meet your child's camp somewhere outside the DPCC building.

## **Clothing**

Campers should wear comfortable play clothes. We suggest shorts, t-shirts, socks, and tennis shoes or sandals with enclosed toe and backstrap. \*A cap or hat is highly recommended for protection from the sun. \*No crocs or flip flops as they are tripping hazards on the playground and in the gym

## **Sunscreen**

All campers should wear sunscreen, and have sunscreen with them daily to re-apply.

\*Counselors are only allowed to assist with spray-on sunscreen.

## **Items to Bring**

All campers should bring the following items to camp daily:

- A peanut-free lunch and drink in a small-insulated cooler. Please do not send items that require refrigeration, such as milk. (Full Day campers should bring an extra snack packed separately)
- An insulated water bottle filled with cold water.(Ice is suggested)
- A backpack to carry the above items to camp.
- On scheduled water days campers will need to wear their swimsuit to camp under their clothing, and bring a towel in their bag. Water days occur on the last day of each session and will be posted on the weekly schedule.

## CONSTRUCTIVE GUIDANCE AND BEHAVIOR MANAGEMENT

Acceptable behavior is encouraged by giving positive verbal rewards. This reinforces a child's good feeling about his/her behavior and serves as an example to the other children to act in such a way as to receive praise.

We will incorporate the following guidelines to develop self-discipline and self-regulation in each child.

- When speaking with a child use a calm, quiet and confident tone of voice. Speak with the child as his/her eye level.
- Give clear, simple, positive directions
- Encourage and compliment appropriate behavior using "I-Messages"
- Role-model appropriate behavior
- Encourage use of words to express feelings
- Give positive suggestions and alternatives
- Redirect child to another activity
- Help child problem-solve solutions to conflict
- Enter in to play with the children to reinforce appropriate behavior
- If necessary, remove child from a situation to help that child to practice self-regulation

If behavior problems persist, the parent will be asked to attend a conference with the staff to discuss ways of motivating the child to behave in an acceptable manner. It may be suggested that the child be involved in a behavior modification program, with the parent having the option of being involved in the process. Continued problems may result in the suspension of the child from the program.

# Health and Safety

**All campers must be toilet trained by the start of camp.**

Children should be kept at home if they exhibit any of the following symptoms:

- Fever, rash, diarrhea, vomiting, discharge of the nose, ears or eyes, presence of lice, or any other contagious illness.

\*Sick children should be kept home 24 hours after the symptoms disappear.

If a child becomes ill while attending camp, the parent or emergency contact person will be notified to pick up the sick child immediately. Please ensure that emergency contacts are in the area and are willing to perform as contacts for your child, prior to placing them on the Emergency Form.

Medication: Campers requiring any type of medication during camp hours must have a signed “Permission to Dispense Medication” release form on file. (Available to print from the camp web page under “Emergency Form” or ask Camp Coordinator for a copy). We highly recommend that the medication schedule is altered to fit times outside of the camp day if possible. Medication cannot be distributed without the fully completed release form. If your child is taking medication, the medication must be in the original container labeled with the child’s full name and dosage schedule, and correct dosage enclosed. All medication will be kept in a safe and acceptable place.

In case of a serious injury: All staff are CPR, First Aid and AED certified. If your child requires more than just basic first aid, the following steps are taken:

- Call 911
- Make attempts to contact parent/guardian immediately
- If parent/guardian cannot be reached, staff will call other contact persons on emergency form
- If paramedics need to take your child to the hospital, a camp counselor will accompany and stay with your child until parent/guardian arrives

## Camp Communication

Our Day Camps will utilize Class Dojo for communication. Prior to camp, you will be sent an invitation to join your child’s camp on class dojo. We will post the camp weekly schedules, reminders, photos and videos so please be sure to establish your connection. Parents will also be able to communicate with the coordinator for their child’s camp via message on Class Dojo.

Parents will also be given a contact number for the camp(s) that their child is attending. Please understand that camp counselors are engaging in activities with the campers and may not be able to answer immediately. Please message them on Class Dojo and they will answer when they have time.