



SUMMER DAY CAMP

PARENT HANDBOOK

- ADVENTURE CAMP**
- CAMP CHANEY**
- WILLOW WALK PARK CAMP**

Summer camp questions contact:
Sarah Hamilton | Recreation Supervisor
(815) 838-1183 ext. 208
shamilton@lockportpark.org

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 may help to answer the numerous questions you may have regarding our program. Please read this information and cooperate with us by following the policies and procedures of our program. Please keep this handbook to refer to throughout the summer. Additional information will be sent out by your specific Camp Coordinator.

Please feel free to call or email if you have any questions concerning Day Camp:

Sarah Hamilton
Recreation Supervisor
815-838-1183 Ext. 208
Shamilton@lockportpark.org

Table of Contents:

General Information

- Camp Vision
- Camp Mission
- About Staff
- Parent Orientation
- Emergency Form
- T-shirts

Camper Guidelines

- Arrival/ Dismissal
- Clothing
- Sunscreen
- Things to bring
- Swimming
- Electronics
- Field Trips

Code of Conduct

- Expected Behavior

Discipline Policy

Health and Safety

Camp Communication

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, environment 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 camper's lives by providing a fun experience while implementing 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 mixture of mature and enthusiastic college and high school students. All camp staff are put through camp training which includes varied topics such 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 Parent/Camper FAQ sheet will be posted on the Day Camp page of our website- visit www.lockportpark.org and click "Day Camp" in the quick link box. Please take the time to read, and if you have any questions, please contact the supervisor.

Emergency Form

Lockport Township Park District provides you with an electronic Emergency Form via DocuSign. The emergency form will need to be filled out before your child can start camp. We cannot allow a child to attend unless we have their form. Here is the link for the form:
<https://us.services.docusign.net/webforms-ux/v1.0/forms/cb6aa51a9aa16df3561f659966f82fb8>

Camp T-shirts

The Park District will provide each camper with a T-shirt. Shirts will be handed out the first day/week of camp.

Extra shirts are available for purchase at \$10.00 a shirt. Please contact Sarah Hamilton to purchase extra shirts.

Camper Guidelines

Arrival/ Dismissal

- Please do not drop off your child before the starting time of your designated camp site, and please be prompt when picking up your child after camp each day. (Please note that we reserve the right to charge a fee for children that are dropped off early or picked up late).
- You will be required to sign your child in and out each day.
- Your child will not be allowed to leave camp with anyone that is not listed on the Emergency Form. Please be advised we may ask for ID from anyone picking up your camper at any time.
- **If your child will be arriving to camp late or departing early please inform the Camp Coordinator by a written note, text, or message on Class Dojo, and arrangements will be set with your child's counselor. If someone else will be picking up your child, please inform the Camp Coordinator in a written note, text or message on Class Dojo (pick up person should be listed on the Emergency Form).**
- Please note that on field trip days your child needs to be at camp at the start of the camp day. If they get dropped off late there is a chance your child will miss the fieldtrip.
- **Camp Hours and Drop-off/ Pick-up Locations**

Camp	Arrival Time	End Time	Drop-off/ Pick-up Location
Adventure Camp 6-9-year old's	8:30am	3:00pm	Hawkeye Pavilion Next to DPCC
Adventure Camp 10-13-year old's	8:30am	3:00pm	Volz Fieldhouse
Early Riser (Adventure Camp)	6:45am	8:30am	DPCC
Extended (Adventure Camp)	3:00pm	6:00pm	DPCC
Camp Chaney/ Chaney Mini Camp	8:30am	3:00pm	Chaney Pool in Crest Hill
Camp Willow Walk	10:00am	3:00pm	Willow Walk Park

Clothing

Children should wear jeans, shorts, or athletic pants, camp and other T-shirts, socks and tennis shoes or sandals with toe and backstrap. We ask that the children refrain from wearing good clothes to camp, as it may hinder their participation in some activities or damage their clothes. It is also suggested that your child wear a cap or hat for protection against the sun. **Please label all of the items that your campers bring to camp.**

Lost & 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. At each campsite there will be a lost and found area where all belongings left at the site will be placed. If your child should lose any belongings, please feel free to look through the Lost & Found area. At the end of each camp session, all lost articles will be placed in the DPCC Front desk for one week.

Sunscreen, Bug Spray

It is recommended that your child bring sunscreen and bug spray to camp each day. All campers should wear sunscreen, and have sunscreen with them daily to reapply. **(Counselors are only allowed to assist with spray-on sunscreens)**. Campers will be reminded to re-apply throughout the day.

Things to Bring

- Bring a lunch and drink in a small- insulated cooler every day. There is no refrigeration at camp. On field trip days- campers should bring a backpack, drawstring bag with lunch in a throw-away bag. (Please make sure the bag is a bag that will not break while carrying.) **(It is suggested that Early Riser campers bring a snack for between 6:45am-8:30am and the Extended Campers bring a snack for between 3:00pm-6:00pm.)**
- Every camper should have a water bottle with them at all times. We suggest a 32oz. refillable bottle- child will need to be able to carry their own water bottle.
- For campers attending Camp Chaney and Adventure Camp- on swim days bring swimsuit and towel in a back pack. Camp Coordinator will inform you of the swimming days. For Willow Walk camp, make sure your child has a swim suit and towel each day as they go in the Splash Pad.
- Campers are allowed to wear Coast Guard approved life vests if needed. The camper who opts to wear a life vest will be in the zero depth/ shallow area and monitored by the staff assigned to that area of the pool.

Swimming

Adventure Camp

Swimming will take place on Tuesdays, Wednesdays and Thursday at Challenge Fitness. A full staff of American Red Cross certified lifeguards, as well as the camp counselors, will be on duty to provide supervision and enforce the pool rules. **Please send your child with a swimsuit on prior to arriving at camp, and make sure their name is on all items brought to camp.**

Anyone dropping off or picking up a camper during swim time will need to enter the pool area and seek out their camper's camp staff.

Camp Chaney

Swimming will take place every camp day after lunch. A full staff of American Red Cross certified lifeguards, as well as the camp counselors, will be on duty to provide supervision and enforce the pool rules. Please send your child with a swimsuit on prior to arriving at camp, and make sure their name is on all items brought to camp.

Anyone dropping off or picking up a camper during swim time will need to enter the pool area and seek out their camper's camp staff.

Swim Testing

Campers may be required to pass a swim test in order to go off the diving board and water slides, or go in the deep end of the pool. The swim test consists of campers swimming the length of the 3-5' section, along the lane line of the deep pool, without stopping or struggling. LTPD Lifeguards administer the test. Campers only need to pass the test once to be issued a swim bracelet allowing them access to the slides and diving board. If a camper does not pass, they can re-try the test the next swim day. A record of who passes the swim test will be kept.

Severe Weather

In case of severe weather conditions: Thunderstorms, Lightening, Tornado Watch and /or Warning the following areas will be used.

Camp	Location
Adventure Camp 6- 9 year old's	DPCC
Adventure Camp 10-13-year old's	Volz Fieldhouse
Camp Chaney	MPR Room/ Locker Rooms
Camp Willow Walk	DPCC

Cell-phone and Electronics Policy

. Camp is a no phone zone, which means campers phones need to remain in their backpacks during the camp day. The focus is on immersive and outdoor experiences. Parents are encouraged to call the camp site phone, rather than contacting their child directly. If phones or electronics are seen out the camper will be asked the first time to put it in their back pack and if the phone is out a second time it will be kept in the phone box till the end of the camp day.

The use of other electronics will only be given on certain days and at the discretion of the Camp Counselors. Parents will be notified on the weekly camp schedule. (Also, playing on Apple/Samsung watches will not be allowed, and campers should ask permission to make a call).

Field Trips

- Day Camp will be highlighted with special field trips to places of interest and fun.
- **All campers are REQUIRED to wear their current camp T-shirts on all field trips.** Any camper who comes to camp without their current camp shirt will be billed \$10 and a new t-shirt will be issued.

- You may send money along on fieldtrips for souvenirs and other items. However, all campers are responsible for their money.
- Please see camp calendar for field trip days on the weekly calendar.

Code of Conduct

The Lockport Township Park District reserves the right to suspend, expel, or deny participation in any program, event or facility to any person whose behavior interferes or disrupts the quality of the offerings, the enjoyment of them by other participants, or the ability of the staff to conduct or manage the activities. In the case of any unacceptable behavior during camp hours, our staff will always make their best efforts to discuss the negative behavior that needs to be changed, give ways to correct it and give the consequences if not corrected. We understand that all children will have an occasional bad day or make a wrong choice and believe, through positive reinforcement, choices can be improved. Behavioral circumstances will be handled with reasonable accommodation for all participants.

Expected Behavior

Participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make the camp program safe and enjoyable for all participants. Additional rules may be developed as deemed necessary by counselors.

- We expect all staff to be respected by campers. This includes, but not limited to: listening and following directions, refrain from backtalk to staff, following directions given, no swearing/comments made about staff or fellow campers, no name calling, etc.
- Bullying behavior will not be tolerated. This includes, but not limited to: teasing, name calling, excluding, physical or verbal taunts. The use of implied or explicit aggression with the intent to harm, demean, or degrade another.
- Campers will follow the rules of the camp group, failure to abide by the rules/instructions of the camp staff could result in the camper being sent home, this includes, but not limited to: refusing to move when the camp group moves, intentional property destruction, bullying behaviors, etc.
- Campers will participate in activities and demonstrates good sportsmanship while participating in any activity.
- Campers are to inform a staff member when being disturbed or taunted by other campers. If staff do not know something is occurring, we cannot work to stop it. Just because staff is in the area, does not mean they saw/ heard what was done.

Discipline Policy

A caring positive approach will be used regarding discipline. The counselors will be using the following criteria for correcting behaviors.

Step 1: Redirection – Counselor will guide and redirect child to encourage positive behavior. Counselor will give 3 redirections before moving on to step 2.

Step 2: - Think about it- Child will have 3 minutes to reflect and then they will talk to the counselor about what the child can do to correct the behaviors. If behaviors do not improve, child would move to step 3.

Step 3: Disciplinary form: Child has not been able to correct behavior and will receive a discipline form.

Hitting, kicking, spitting on another participant or vandalism will result in an automatic discipline form and parents will be notified.

Written Behavioral Form Policy

Participants are allowed no more than 3 time-outs or removal from activities per program day. In the event that a camper chooses not to correct their behavior repeatedly, counselors must fill out a disciplinary form.

- Offense 1- Camper will have a discipline form filled out and must have it signed by parent/guardian. Parents/Guardians are encouraged to speak with the camp counselor regarding the situation.
- Offense 2- Camper will have a discipline form filled out and must have it signed by a parent/ guardian. Parents/Guardians are encouraged to speak with the counselor. Notification is given to Recreation Supervisor by the camp counselor of the camper's behavior.
- Offense 3- Camper will have a discipline form filled out and must have it signed by a parent/ guardian. Parents/Guardians are encouraged to speak with the counselor regarding the situation. Parent(s)/ Guardians required to meet and/or talk with Recreation Supervisor within two days of action. Final warning is given regarding camper's discipline situation.
- Offense 4- Upon review by the Recreation Supervisor and Camp Counselor, camper will be expelled from the camp program. This removal from the program is immediate and there will be no refund.

Campers will be immediately sent home for any physical/ verbal threats or other items deemed unsafe by the staff, there will be ZERO tolerance for this behavior. Any physical actions taken by a camper toward a fellow camper, staff or property will result in a minimum of one day removal from the camp.

Health and Safety

All campers must be toilet trained by the start of camp. If a child has an accident we will be calling parents to come change your child.

Children should be kept home if they exhibit any of the following symptoms (including, but not limited to), and sick children should be kept home 24 hours after the symptoms disappear.

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

If a child becomes ill at 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 of Medication release form on file. (Available on camp webpage under Emergency Form or ask camp coordinator). We highly recommend that the medication schedule is altered to fit times outside of 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 an original container with the child's full name on the label and the 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, however if your child requires more than just basic first aid, the following steps will be taken:

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

Inclusion Statement

The Lockport Township Park District welcomes participation in all programs and activities by individuals with disabilities and special needs. The Lockport Township Park District is committed to inclusion and providing public recreation services in the most integrated setting in which interaction between people with and without disabilities is provided to the maximum extent feasible. The Lockport Township Park District works cooperatively with Northern Will County Special Recreation Association (NWCSRA) to facilitate successful participation for those who register for inclusive programming.

Inclusion/ ADA

The Lockport Township Park District makes every attempt to facilitate the inclusion of individuals with special needs in all our programs and activities and understands that not every person with special needs or disabilities requires special recreation programming. The Northern Will County Special Recreation Association is happy to advise and/or assist residents who wish to participate in the Lockport Township Park District programs. We strongly encourage integration, as this inclusive recreation environment provides our residents with even greater safe, positive recreational options for their leisure time. **The Lockport Township Park District staff is not responsible for diaper changing or toileting participants.** These services are provided at no cost to the resident. We are committed to doing everything possible to make your inclusion experience a successful one.

- **Anyone needing special accommodations to enjoy our camps must:** Complete the Lockport Township Park District ADA accommodation form. It is advisable to contact the Lockport Township Park District prior to registration to complete the ADA accommodation form and discussion with the Camp Supervisor. The more advanced notice the better we can assist.
- If you have questions about inclusion please contact Sarah Hamilton at (815) 838-1183 ext 208) or Lisa Bruni at (815) 838-1183 ext 108.
- The Lockport Township Park District follows the Americans with Disabilities Act (ADA) for the purpose of employment, programs, services, activities and facilities.

Camp Communication

Our day camps will utilize Class Dojo for communication. Parents will be sent an invitation to join the Camp Class Dojo. We will post the camp calendars, reminders, photos, field trip updates, change in camp location, etc. to Class Dojo so please make sure and establish your connection. **You will also be able to quickly communicate with your camp coordinator with messaging on Class Dojo.**

You will also be given a camp phone number for the camp your child is attending. The coordinator will have the phone with them each day and will check frequently. Please understand they are participating in the activities with the campers and may not answer immediately, so please leave a text message, as this will be faster than leaving a voicemail
*** If your child is in Early Riser or Extended Camp you may not see the 8:30am-3:00pm staff so please pass any needed information to camp in writing so we can make sure your camper's counselor receives it.