



Summer Camp Connection

@ OSWEGOLAND PARK DISTRICT

2018 PARENT HANDBOOK



welcome!

Summer 2018

Dear Parents,

Welcome to Camp Connection! The Oswegoland Park District, in cooperation with School District 308, offers this summer recreational program to provide children with the opportunity to discover, learn, play and explore through engaging and enriching summer activities. Our staff is excited to lead your child in quality indoor and outdoor programming at one of our four summer locations.

Camp Connection is accredited by the American Camp Association, who along with the Oswegoland Park District, are partners in enriching the lives of our participants through the camp experience. Our goal is to fill your child's summer with enjoyable activities. Your child will have the opportunity to swim, visit local parks and playgrounds, engage in science experiments, play group games and create awesome art. We're sure your child will make some new friends along the way too!

We hope you will take a moment to read through this handbook, which is full of helpful information for both parents and children. Should you have any additional questions, please contact one of the coordinators below.

Thank you for choosing Summer Camp Connection. Our entire staff is excited to have you join our summertime fun!

Sincerely,

Kim Lombardi
Kid's Connection Coordinator
630.554.4485

Joy Curbis
Kid's Connection Coordinator
630.554.4458

Ellen Sherer
Registration Coordinator
630.554.4064

Susan Lipnick
Billing Coordinator
630.554.4443

PHILOSOPHY

Camp Connection is committed to providing a safe, nurturing environment where children can develop their natural joy and enthusiasm for learning and exploring through play.

Professional staff will plan a variety of activities, on site and around town, that will provide opportunities for children to learn about themselves and the world around them. Each site is individualized to meet the needs of the campers enrolled. Camp Connection is:

- a place where creativity and expression are encouraged
- a program in which teamwork and social interaction are the basics
- a community where the courage to try is celebrated and the desire to succeed is supported
- an opportunity for children to grow through accomplishment and respect

Our focus on relationships and providing children with opportunities to learn, grow and discover themselves is at the heart of the Camp Connection philosophy. Our attitude and approach to everything we do at camp focuses on creating a warm, welcoming environment in which kids can be themselves without fear of judgment and in which each child belongs. Our child-centered philosophy creates a supportive atmosphere where campers develop skills and values to last a lifetime.

We call it a child-centered program; the campers call it the best summer ever!

AMERICAN CAMP ASSOCIATION

For over fifty years the American Camp Association (ACA) accreditation process has grown to keep pace with changes in the camp industry and the expectations of the public. The Oswegoland Park District has earned this honor.

This accreditation establishes guidelines for:

- | | |
|---------------------|----------------------|
| Policies | Procedures |
| Management | Operations |
| Site Safety | Transportation |
| Health and Wellness | Emergency Procedures |
| Human Resources | Camp Activities |



PARENT COMMUNICATION

In Person

Parents may visit the site at any time, however, during camp time the staff may not be able to talk at length. If an extended conversation is desired, you may make an appointment with a site supervisor.

Phone

Reference phone numbers on the back of this booklet to contact your child's site supervisor.

Website

Visit oswegolandparkdistrict.org for information with menus, field trips, and other activities. Follow the link on the Camp Connection page to access site information. A handout with the password will be given at the beginning of camp.

Site Communication Log

Each site has a communication log for messages a parent may have regarding their child's attendance or other changes/concerns/needs. A written record ensures all staff are informed. You may speak to a site supervisor should you have information of a more personal or confidential nature.

White Board

Each site has a white board on the sign in table with information about the day, including field trip, swimming, menu, and activity details.

CAMP INFORMATION

Locations

Homestead Elementary K-6
2830 Hillsboro Blvd., Aurora

Prairie Point Elementary K-6
3650 Grove Rd., Oswego

Wolf's Crossing Elementary K-6
3015 Heggs Rd., Aurora

South Point Grades 1-2
810 Preston Ln., Oswego

Jr. Kid's Connection/South Point Ages 4-6
810 Preston Ln., Oswego

Program Time 6:15am - 6:15pm

Session Dates (Mon-Fri)

Session 1	May 29 - June 29
Session 2	July 2-31 (No camp July 4th)
Session 3	August 1-13

Meals Times are approximate depending on daily activities.

6:30-8:30am	Breakfast
10:00am	Fruit/Vegetable Break
12:00-1:00pm	Lunch
3:00-4:00pm	Afternoon Snack

Naps Children at the South Point location, who have not yet completed kindergarten, will have the opportunity to nap or rest on an individual cot from 1:00-2:30pm.

Child to Staff Ratio

10:1 for Camp Connection
8:1 for Jr. Camp Connection

It will never go higher than this, unless there is an emergency. On swim and field trip days the ratio will be lower depending on activities scheduled.

SIGN IN/OUT

When you pick up or drop off you must enter the building and sign your child in or out. The staff cannot dismiss a child without a parent or guardian in the building to sign the child out. Be prepared to show 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 Health and Emergency form. Their photo ID will be checked.

ACTIVITIES

Camp Connection provides activities that allow children to explore new experiences and enjoy some of their favorites as well. Individual and group activities with indoor and outdoor options will be part of each day.

Session activities may include the following:

- | | | |
|-----------------|-------------|------------------|
| Field Trips | Swimming | Reading Programs |
| Science | Park Visits | Physical Fitness |
| Gym Time | Cooking | Music & Theatre |
| Arts and Crafts | Nature | Gardening |

SWIM SAFETY TESTING

Camp Connection swim safety instruction is provided at no additional fee through the Oswegoland Park District. The first week of camp, we will transport children from their site, on their regularly scheduled day, to Winrock Pool where children will be instructed in water safety and tested on their skill level. This determines where they can safely swim for all water activities. Please note that this is a swim safety class and not a swim lesson class with certification.

SWIM LESSONS

One session of certified swim lesson courses will be offered through the Oswegoland Park District, June 18-28th. These lessons will be at an additional cost. Transportation by Camp Connection activity buses will be included on any day your child is registered for camp. See the Camp Connection Swim Lesson registration sheet for the class eligible for transportation. Your child can attend swim lessons on days they are not registered for camp, but we will be unable to transport them.

TRANSPORTATION

School District 308 provides transportation for Camp Connection field trips. A Park District activity bus, driven by trained Camp Connection staff, may transport small groups to and from selected activities.

ELECTRONICS

The use of cell phones is not permitted during the camp day. Cell phones must remain in the children's backpacks. Children may request access to the site phone should it be necessary to contact a parent or guardian. Parents/guardians may call the site phone should they need to reach their children or need to talk to a staff member. Please refer to the back page of this handbook for site phone numbers. The use of other electronic devices including, but not limited to, hand held gaming and music electronic devices are not permitted at Camp Connection.

LOST & STOLEN ITEMS

While the Camp Connection staff will be happy to help you locate lost belongings, we ask that you not send items from home. The Oswegoland Park District is not responsible for lost, stolen, or broken items.

INSURANCE

The Oswegoland Park District does not provide insurance to any of its participants. Please be sure that your personal or family policy is adequate for your needs.

TAX ID NUMBER

Camp Connection is a recreational program, but depending on your circumstances, the cost of the program may qualify for a deduction. If you and your tax advisor decide you can use this, the tax ID number (also referred to as FEIN) is 366009398.

PETS

We realize your pets can be an important part of your child's life, however we ask that you do not bring them to Camp Connection, including the playground.

REGISTRATION FEES

A non-refundable registration fee is due at the time of registration. It is a one-time registration fee for the entire summer. An early registration fee of \$50 is available through April 13, 2018. On and after April 14, 2018 the registration fee is \$75.

REGISTRATION

Registration must be completed by 12:00pm on the Wednesday prior to the week your child attends Camp Connection.

We understand that there may be occasions when it isn't possible for you to register your child within the required time frame. In the event that this happens, we will make every effort to accommodate your child at one of our sites. An additional \$30 late registration fee will be applied to registrations processed after 12:00pm on the Wednesday prior to the week you would like your child to attend.

CAMP FEES

Camp Connection fees will be determined based on the total number of days you register for within each session. Fees are due seven days prior to the beginning of each session.

Session of Attendance	Payment Due Date	Cost per Day
May 29-June 29	May 22	\$52
July 2-31	June 25	
August 1-13	July 25	

BILLING & PAYMENTS

If you do not choose Auto-Charge or EFT, you are responsible for making your payment on or before the due date. Bills will not be mailed, but may be viewed through your ActiveNet account. If you provided an email address, a reminder will be sent ten days prior to the due date. We cannot accept session payments at your child's site.

Payments are accepted at Park District offices, by mail, through your online account, or by phone at 630.554.1010. Payments received six or more days after the due date will incur a \$25 late fee that will be charged to your account.

Arrangements can be made to divide payments between two parties. A Divided Payment Agreement form must be completed by both individuals to complete this request. Until this form is completed, the guardian on the account with the child is responsible for all charges.

Late Payments

If you cannot make a payment on time, you can avoid the \$25 late fee by contacting the Park District's billing department prior to the scheduled due date. You will be asked to make an alternate payment plan, and if that plan is honored, the late fee will not be charged. When a scheduled payment has not been received by the date it is due, and you have not contacted the billing department to make an alternate payment plan, your child's attendance at Camp Connection may be disrupted. The third time your account is past due, auto charge will be required to continue enrollment in the program.

If you have questions or concerns about your payments, call the billing department at 630.554.4443.

ABSENCES/CREDITS

If your child will be absent and it is unplanned, please notify us by calling your Camp Connection site. Please notify the staff in advance of all planned absences. No credits are issued for absences or vacations.

LATE PICKUPS

Because we understand that emergencies can occur, it is recommended that you have alternate pick up arrangements in the event you are running later than 6:15pm. Late fees will be assessed beginning at 6:16pm

- A \$10 late fee will be charged the first two times you are late picking up. \$5 will be charged for each additional 5 minute period.
- A \$15 late fee will be charged the third time you are late picking up. \$5 will be charged for each additional 5 minute period.
- If you are late four or more times, the initial late fee charge will increase \$5 for each late pick up for the remainder of the summer. \$5 will be charged for each additional 5 minute period.

Payment is due the evening of the late pickup. The parent/guardian will be asked to sign an acknowledgement form. Payment can be made by cash or check to your Camp Connection site staff. The Park District will happily accept your personal check, made out to the Oswegoland Park District, for late pickup. We will ask to see your driver's license and record the number on your check.

If a child is not picked up by 7:00pm, and staff fails to reach a parent or authorized person, we will seek the assistance of the local police department.

FVSRA

The Oswegoland Park District is a member of the Fox Valley Special Recreation Association (FVSRA). FVSRA provides recreational opportunities for children with mental, physical, or emotional disabilities. In partnership with FVSRA, our staff will make every effort to provide children with disabilities the accommodations they require to participate in our program. In many situations, FVSRA will provide a companion who will give one-on-one support to the person participating. Please indicate any special needs under the medical portion of the registration form. While FVSRA will do their best to secure a companion as quickly as possible, it may take up to two weeks. For more information about FVSRA, visit FVSRA.org or contact the Oswegoland Park District.

ADDITIONS, CHANGES & WITHDRAWALS

We understand that busy families have changing schedules. We make every effort to accommodate your participation adjustment requests. All requests are dependent on space availability, transportation, and other camp specific requirements.

Adding Days

If you would like to add days to your child’s registration, contact us with these requests by the deadline listed below. Your first adjustment will be processed at no charge. A \$15 charge will be added to your fee for each additional request. After the deadline listed below, a \$30 charge will be added to your fee if we are able to accomodate your request.

* closed May 28 ** closed July 4

Week of Attendance	Registration/Addition Deadline
May 29*	Wed, May 23 at 12:00pm
June 4	Wed, May 30 at 12:00pm
June 11	Wed, June 6 at 12:00pm
June 18	Wed, June 13 at 12:00pm
June 25	Wed, June 20 at 12:00pm
July 2**	Wed, June 27 at 12:00pm
July 9	Wed, July 3 at 12:00pm
July 16	Wed, July 11 at 12:00pm
July 23	Wed, July 18 at 12:00pm
July 30	Wed, July 25 at 12:00pm
August 6	Wed, August 1 at 12:00pm
August 13 (last day)	Wed, August 8 at 12:00pm

Changing Days/ Withdrawals

Withdrawals or changes to your original registration must be submitted by the deadline listed below. Your first change will be processed at no additional charge. A \$15 charge will be added to your fee for each additional request. No refunds will be issued after the deadline listed below.

Session of Attendance	Adjustment/Withdrawal Deadline
May 29-June 29	May 16 at 12:00pm
July 2-31	June 20 at 12:00pm
August 1-13	July 18 at 12:00pm

Contact

To add days, make adjustments, or withdraw from the program, contact the registration coordinator at 630.554.4064.

INJURIES

All sites have staff who are trained in CPR and First Aid. All steps will be taken to assure the safety and welfare of your child. If your child is injured and requires more than basic first aid, the Camp Connection staff will take the following steps:

1. Call 911
2. Attempt to contact parent/guardian
3. Attempt to contact emergency contact
4. If necessary, the injured child will be transported by ambulance to the local hospital. A Camp Connection staff member will stay with the child until a parent/guardian arrives.

The parent/guardian will be responsible for all charges for emergency medical services rendered.

ILLNESS

We depend on parents to assist us in maintaining a safe and healthy environment for all of our children. We reserve the right to send home any camper who shows signs of illness. Any camper who becomes ill will be made comfortable until his/her parent can be notified and the child is picked up. Children may be sent home if they have any specific symptoms as listed below. In addition, a child must be free of all these specified symptoms for at least 24 hours before returning to Camp Connection.

These symptoms are as follows:

- A fever of 100 degrees or more with no medication
- Vomiting within the previous 24-hour period
- Diarrhea within the previous 24-hour period (including recurring episodes of diarrhea at camp)
- A heavy nasal discharge indicative of infection
- A constant cough or sore throat
- A skin rash
- Head lice
- Symptoms of a communicable disease

A doctor's clearance may be requested before your child can return to Camp Connection.

MEDICATION

If your child must receive prescription medication while at Camp Connection, please ask for and fill out the "Medication Authorization" form. This form must be signed by the child's physician and a parent/guardian. Over the counter medications do not require a doctor's signature but a release form must be signed by the parent/guardian before they can be administered. All medications must be in the original packaging with the child's name on it.

SUNSCREEN

Sunburn is a concern during the summer. Since we spend so much of our day outdoors, we recommend that you apply sunscreen before you bring your child in the morning. We also ask that you send a bottle of sunscreen to Camp Connection so that your child can reapply as necessary throughout the day. We recommend a sunscreen stick as a great way to apply sunscreen to cheeks and noses. Our staff will be able to help with the application only if you provide a spray sunscreen.

WEATHER PRECAUTIONS

Watching the weather is part of the Camp Connection staff’s job. Weather changes require the staff to monitor the health and safety of the participants. Activities will be planned based on the weather conditions for the day as determined by the National Weather Service:

- Green Day: Heat index 80 degrees or below. Activities go on as planned.
- Yellow Day: Heat index 90 degrees. Time outdoors will be monitored closely. We will go swimming but time may be limited.
- Red Day. Heat index 100 degrees or above. Outdoor play and field trips may need to be limited and allow for an indoor break if needed. We will go swimming but time may be limited.

SEVERE ALLERGIES

Children with severe allergies, such as allergies to bee stings, peanut products, dairy, etc., may be at risk of a severe allergic reaction while participating in a Park District program due to contact with, or ingestion of the allergen. The Oswegoland Park District cannot guarantee an allergen free environment, but with your cooperation, we can create a safer environment and be better prepared to handle emergencies. The Park District will make reasonable, feasible, and practical accommodations to allow children with life-threatening allergies to participate in our programs. The following forms and all medications must be on site before your child can attend the Camp Connection program:

- Oswegoland Park District’s Policy for Enrolling a Child with Life Threatening Allergies
- Authorization to Administer Medication
- Authorization for Treatment of Children with Life Threatening Allergies
- Release & Waiver of Liability for Administering Emergency Treatment of Children with Life Threatening Allergies
- Allergy Procedure Confirmation

If training of staff is required, seven days from the time of enrollment to the first day of attendance is required to allow Park District staff time to make accommodations.

CODE OF CONDUCT

It is the goal of the Camp Connection program to provide each child with an environment that is safe, nurturing, and enjoyable. To meet this goal, the staff will help every child exhibit qualities and characteristics that lead to a positive environment. Camp Connection participants will be expected to treat the other children, staff, facilities, and materials with respect through their words and actions. The children are encouraged to show trustworthiness by being honest and doing the right thing. They must use appropriate language at all times. The children must be responsible for their actions and choices. They are asked to be kind, caring, and fair to themselves, others, and their environment. Participants should show citizenship by helping better the community and environment. Camp Connection follows the Oswegoland Park District and School District 308 behavior guidelines. The following behaviors are considered unacceptable:

1. Harming one's self, such as, but not limited to:
 - Leaving the program boundaries without permission
 - Leaving the designated group without permission
 - Misuse of equipment
 - Failing to follow verbal instruction meant to ensure safety
2. Harming others, such as, but not limited to:
 - Fighting
 - Throwing objects at or near others
 - Bringing or using weapons, i.e., knives, glass, sharp objects, etc.
 - Hitting, biting, spitting, or kicking others
 - Verbally abusing others, i.e., name calling, taunting, etc.
 - Using inappropriate language
 - Verbally or non-verbally showing disrespect
3. Damage to property, such as, but not limited to
 - Vandalism
 - Tantrums resulting in damage to property or materials
 - Theft

NOTE: The child's family is responsible for all damages

DISCIPLINE PROCEDURES

We believe that the role of our staff is to help lead children toward self-discipline and self-direction. We will redirect your child from the situation as a means of calming the child, and allowing the child to gain control of him/herself in a dignified and thoughtful manner. Behaviors which endanger the safety and security of the child or others may result in skipped steps or immediate and/or permanent suspension from the Camp Connection program. If suspension is warranted, a parent/guardian will be called to pick up their child immediately.

If unacceptable behavior continues, we will take the following actions in this order:

1st Offense

- Verbal Warning
- Staff will talk with the parent/guardian

2nd Offense

- If age appropriate, the child will complete a reflection worksheet and discuss with staff how he/she will make better choices
- The staff will complete a Camp Connection Behavior Log Form
- The staff will talk with the parent/guardian and have them sign the Behavior Log Form
- As appropriate, privileges related to the behavior will be removed

3rd Offense

- The staff will complete a Camp Connection Incident Report
- A meeting will be requested with the parent/guardian to discuss and sign the Incident Report
- Depending on the severity of the behavior, a behavior plan may be implemented
- As appropriate, privileges related to the behavior will be removed
- The child may be suspended for an amount of time reflecting the seriousness of the behavior

4th Offense

- If the same or similar behavior reoccurs, an Incident Report will be completed by staff and the child will be removed from the Camp Connection program for the remainder of the summer

PHONE NUMBERS

Camp Connection Sites

Homestead Elementary	630.851.7876
Prairie Point Elementary	630.551.0674
Wolf's Crossing Elementary	630.357.7647
South Point	630.551.0490

Oswegoland Park District	630.554.1010
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South Point	810 Preston Lane, Oswego 60543
Civic Center	5 Ashlawn Avenue, Montgomery 60538
Prairie Point	313 E. Washington Street, Oswego 60543
Boulder Point	0 Boulder Hill Pass, Montgomery 60538

Contacts

Kim Lombardi, Kid's Connection Coordinator	630.554.4485
Joy Curbis, Kid's Connection Coordinator	630.554.4458
Ellen Scherer, Participation Changes	630.554.4064
Susan Lipnick, Billing	630.554.4443
Cheryl Keilson, Supt. of Early Childhood	630.554.4484
Rich Zielke, Executive Director	630.554.4432

oswegolandparkdistrict.org

