

# FRIENDS FUN & ADVENTURE



## PARENT HANDBOOK & CAMPER GUIDE



## PARK FOREST SUMMER CAMP

★ [WWW.VILLAGEOFPAKFOREST.COM/434/CAMPS](http://WWW.VILLAGEOFPAKFOREST.COM/434/CAMPS) ★

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The Department of Recreation, Parks & Community Health offers one of the most respected and highly attended camp programs in the area. This handbook will tell you everything you need to know about the 2023 summer camp season.

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**"I love  
watching  
children  
explore the  
parks and make  
new friends  
every summer."**

MR. KELLEN





# WELCOME!

**Dear Parent/ Guardian,**

On behalf of our entire team, I am thrilled to welcome you and your camper to our **Campapalooza Summer Camp**! Following the very hard decision to limit our enrollment numbers last summer, we have successfully and safely prepared a great program for you this summer! As one of the leaders in the South Suburban Community, Park Forest remains one of the area's largest providers of summer programs and this summer will be no exception as we launch an exciting array of camp experiences for all ages and areas of interest.

Please take a moment to review this Camp Handbook, which outlines our policies and procedures. Many of the commonly asked questions about camp are answered here. This handbook and all forms are also available at [villageofparkforest.com/434/Camps](http://villageofparkforest.com/434/Camps). Most other camp-related communications will be via email and sent to the email address you provide at registration. On Facebook please like "Park Forest Recreation, Parks & Community Health," as some of our regular updates, pictures, and communication about Summer Camp are included there as well.

Park Forest Summer Camp is committed to each child's personal growth in spirit, mind, and body. One way in which we plan to achieve this goal is by infusing the character values of caring, honesty, respect, and responsibility into our daily camp activities.

Additionally, the purpose of Park Forest Summer Camp is to help participants grow socially, emotionally, mentally, and physically. We offer an exciting camp curriculum that encourages fun and learning while keeping campers engaged in order to ward off an academic loss during the summer months.

Park Forest Campapalooza will give your camper an experience that can last a lifetime. Their experience is based on seven objectives:

- To grow personally
- To learn 4 core values: Caring, Honesty, Respect, and Responsibility
- To improve personal and family relationships
- To appreciate diversity
- To become better leaders and supporters
- To develop specific skills and encourage learning
- AND TO HAVE LOTS OF FUN!

As your partner in developing youth, please share with us any information that will help make your experience the best one possible.

We are looking forward to an amazing summer!

Adina McCollough  
Recreation Supervisor  
[amccollough@vopf.com](mailto:amccollough@vopf.com)



## CAMP INFO AT A GLANCE

**Camp Dates:** June 12, 2023 - August 4, 2023

- **Full-Day Camp** is held at The Park Forest Recreation Center located at 215 Wilson Street, Park Forest, IL 60466, Door # 21 – Back Parking Lot (Michelle Obama School of Technology and the Arts)
- Swimming is held at the Park Forest Aqua Center located at 30 N. Orchard, Park Forest, IL 60466
- Registration or payments can be made at the Department of Recreation, Parks & Community Health located at Park Forest Village Hall, 350 Victory Drive, Park Forest, IL 60466.

**Payments cannot be made at the camp site.**



## CONTACT INFORMATION

- Recreation Supervisor, Adina McCollough, 708-701-3841
- The on-site Camp Director, Alliah Qualls, 803-397-7335
- Department of Recreation, Parks & Community Health can be reached at 708-748-2005
- The Park Forest Aqua Center can be reached at 708-747-9490

**WE CAN'T BELIEVE IT'S ALMOST SUMMER! WE HOPE YOU'RE READY!!**

## MEET THE STAFF!

### Recreation Supervisor



#### Adina McCollough

Ms. Adina has experience working with youth for over 25 years and will celebrate 10 years working with the youth in Park Forest community this summer.

The Camp Supervisor is a mature and dedicated adult with a background in education and direct knowledge of working with youth. The Camp Staff play a very important role in the camp experience, making sure the campers are safe while having fun.

All our staff and volunteers participate in several trainings prior to the camp starting date, such as CPR, Emergency Preparedness, Team Building, Day Camp Workshops, Anti-Bullying Awareness, and Cultural Awareness. We maintain a staff ratio of a minimum of 1:15.

THE WAY OUR EMPLOYEES FEEL IS THE WAY OUR CAMPERS WILL FEEL.  
-REC SUPERVISOR ADINA MCCOLLOUGH

# OUR CAMP DISCOVER

## CAMPAPALOOZA I

### ACTIVE, ENGAGED, AND LOVING EVERY SECOND

The Department of Recreation, Parks & Community Health Campaplooza experience provides a variety of new and traditional camp activities all while enjoying time in the great outdoors. Thrill-seeking staff round out an action-packed summer. There will be frisbees, relays, 3-legged races, tug-o-war, hopsacks, kickball, scarf tag, beach bucket relays, hula hoops and much more.

What could be more fun than playing all these games in the sun? Every day will be packed with summer adventure for kids just like yours.

Please note: Campapalooza I & II will follow CDC and Illinois Department of Public Health guidelines. Those guidelines could change prior to or even during your camp session. All changes will be communicated as we receive that information.



**REMINDER: NO CAMP  
MONDAY, JUNE 19TH (OBSERVANCE OF JUNETEENTH) OR  
TUESDAY, JULY 4TH (OBSERVANCE OF 4TH OF JULY)**

## FUN TRIPS!





# OUR CAMP

## SAMPLE DAILY SCHEDULE



8:45-9:00am: Arrival/Free Time

9-10am: Breakfast

10-12pm: Activity of Day

Monday- Tennis

Tuesday-Swim Lessons

Wednesday- **Field Trip!**

Thursday- Swim Lessons

Friday- Tennis



12-12:45pm: Lunch (provided by camp)

12:45-1:15pm: Free time

1:15-2:15pm: Staff-led activities (change weekly)

2:15-3pm: Weekly theme activity

3-4pm: Weekly Sport Activity/Creative Arts

Camper pick-up/Free Time





# GENERAL INFORMATION

## ePACT (camper emergency information)

ePACT Network is a digital platform for collecting your child's emergency and medical information to improve member privacy and reduce our carbon footprint. ePACT information must be completed prior to your child's start day. We are unable to allow your child into camp without this information. Paperwork cannot be filled out on site. More information about ePACT can be found on page 2.

## PAYMENT POLICY

At time of registration, camps may be paid in full with cash, check or credit card. Otherwise, a nonrefundable deposit is required to reserve the camp in which you wish to register your child. If camp is not paid in full by June 25th, your camper will not be allowed to attend any camp activities until full payment has been remitted. Failure to pay on time can result in loss of space and deposit.

## GROUP ASSIGNMENTS & RATIO

Counselor to camper ratio is: 1:10 5-12 years  
Campers will rotate among daily activities as small consistent groups. Campers are grouped into pods according to age for the entire summer, 5-6, 7-9 & 10-12. We try to accommodate parents when it comes to siblings being together but parents must remember that children are put into groups by age so that they can socialize with kids their own age and staff can better serve them.

## ABSENTEEISM

Campers are to be signed in to camp by 9:00am each morning. If your child will be absent from camp please contact the appropriate Camp Director to inform them of the absence by 9:00 am. Camp personnel will attempt to contact parents, guardians or emergency contacts if child is not signed in as expected.

## PARENT RESPONSIBILITIES

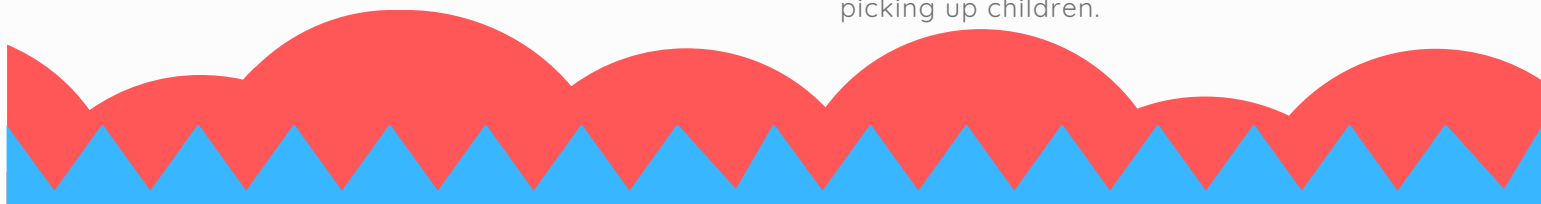
The Department of Recreation, Parks & Community Health recognizes that parents are the most important people in a child's life. We believe parents are #1 in importance, they are also #1 in the ability to influence and motivate their children. We welcome your advice, participation and support. If you have an issue, concern or question please speak with the Camp Director. If they are unable to meet your needs, please contact the Recreation Supervisor.

Your Responsibilities:

- Updated personal information: Providing updated information to the DRP&CH is the responsibility of the parent and must be made immediately at the time of change.
- We frequently communicate by e-mail. Please be sure we have your preferred e-mail address and that you check often.
- We ask that parents replenish their child's necessary "COVID-19" supplies often and if needing assistance for this, speak with the Camp Director.
- Parents are to send their child with a beach towel or blanket daily so children may sit and socially distance during snack and meal periods.

Drop-off & Pick-Up

- You may drop your camper off as early as 8:45am. Please call the Camp Director if you will be more than 15 minutes late, or if your camper will not be in attendance for the day.
- Any camper picked up after 4:05pm will be charged a late fee of \$5 and \$1 every 1 minute the parent is late. Prompt payment is required and due by the following morning before your child will be admitted back into camp.
- You are responsible for your child upon arrival to camp until he/she has been signed in, had a wellness check and you have been acknowledged by a staff member. Your child may not be signed in before the start of camp day.
- All campers must be signed in/out each day with a full legal signature from an adult (at least 18 yrs. of age). Campers will only be released to persons listed on the ePACT registration form. To ensure safety, all adults must show valid photo I.D. when picking up children.







# GENERAL INFORMATION

## WHAT TO SEND WITH YOUR CHILD

Campers should wear comfortable, closed-toe shoes (not crocs, flip flops or sandals), and play clothes. Child's belongings must be brought in a backpack and each item labeled.

- Backpack
- Sunscreen
- Refillable Water bottles
- Hand Sanitizer
- Beach towel or blanket
- Basic supplies, not to be shared; pencils, crayons, markers, colored pencils, child sized scissors.

## All belongings are to be placed in child's backpack

The following items are NOT permitted at camp:

- Fast Food or Soda
- Candy (including chocolate) or gum
- Toys/Electronics (iPod, cellphone, PSP, etc)
- Trading cards (i.e. Pokemon)

If brought to camp these items will be kept in the Camp Director's office until parents pick them up.

## SUMMER CAMP STAFF

The Summer Camp Program operates under direct supervision of the Camp Director. Many staff have a background in education, sports and recreation, or child development. All have cleared a strict background process that includes fingerprinting. Staff are certified in CPR, AED, First-Aid, and Child Abuse Prevention and COVID-19 procedures. They have had a successful experience working with children, have been trained by DRP&CH Personnel and are looking forward to working with your child.

## SWIMMING

If Government and County Guidelines allow for swimming, campers will be given the opportunity to swim in the Park Forest Aqua Center possibly at least once a week. If campers are allowed to swim, they must come to camp in a swim suit. Changing before or after pool time will not be permitted this summer. All campers will be given swim lessons twice a week throughout the summer for a total of 8 sessions.

## SUNSCREEN (OPTIONAL)

Please apply sunscreen to your child prior to sending them to camp. By requiring families to apply sunscreen prior to camp the Village of Park Forest can avoid the possibility of an allergic reaction. In order to avoid a reaction we require that all children bring their own sunscreen daily to camp marked with their name. The camp's sunscreen will only be used in emergencies. Due to COVID-19, no one is authorized to assist your children in applying sunscreen. Staff will remind campers every hour to re-apply, but it is the responsibility of each child to apply their own. Campers may not assist each other.

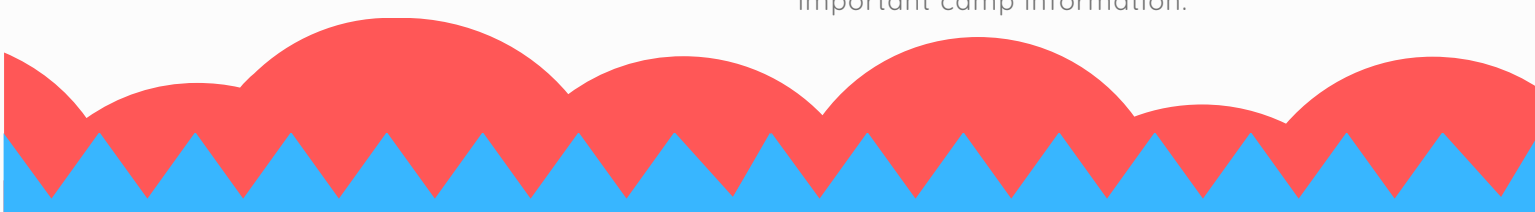
## PROGRAM CONCERNS OR QUESTIONS

The DRP&CH encourages constant communication between parents, staff and children to assure everyone's needs are being met. If you should ever have a problem, concern or question, we encourage you to ask your Summer Camp staff. Should they not be able to meet your needs, please contact the Camp Director. It is through your input that we are better able to meet the needs of the community and enhance the quality of our programs.

## COMMUNICATION

Activity calendars for camp will be available at the beginning of camp. Calendars are also emailed out to families. The calendars include pertinent information for the week: contact info, special events, possible swim days, etc.

Weekly schedules are subject to change. Camp Directors also communicate directly to families via email and ePACT. Please be sure to provide an email that is checked often to avoid missing any important camp information.





# GENERAL INFORMATION

## LUNCH AND SNACKS

We will provide campers with one snack, and one meal daily. Campers may bring a lunch every day to camp at parents discretion. Please do not send food that needs to be refrigerated or heated. Avoid sending perishable food unless precautions are taken (blue ice, frozen drinks). Extra fruit and drink are recommended in hot weather. If your child has a food allergy, it must be indicated on their registration health form and brought to staff's attention on camper's first day. Fast food, soda, candy and gum are not allowed. Please remind your child daily that food may not be shared or traded. What each camper brings for snacks and lunch is what they must eat.

## PARKING

Please park in appropriate parking stalls when picking up or dropping off your children, and do not block any fire lanes.

All guests are required to show a valid government issued photo I.D. Please use caution in parking lots and streets.

## LOST AND FOUND

The RPCCH assumes no responsibility for lost or stolen items. Please label all belongings with permanent marker. Lost and found accumulation is not allowed due to COVID-19 exposure. Thank you for your understanding.

## PHOTO RELEASE

The RPCCH may take photos, videos or sound recordings of your children in our child care programs. We often use them for crafts or projects. The DRP&CH is not required to contact you regarding using photos.

## PICK UP AND DROP OFF

The RPCCH may take photos, videos or sound recordings of your children in our child care programs. We often use them for crafts or projects. The DRP&CH is not required to contact you regarding using photos.

## HEALTH AND SAFETY

Your child's ePACT and health and emergency information **MUST** be fully completed before your child can attend camp.

For information regarding COVID-19, please refer to the COVID section located on page 2.

Safety is our primary concern. We strongly enforce safety rules for all campers. We believe in the positive reinforcement approach and work very hard with campers to teach safety at all times. All Camp staff is CPR, AED, and First-Aid Certified and asked to only give care within the scope of their training. If your child is injured or ill at camp, we will take whatever steps are necessary to provide appropriate care. These steps may include but are not limited to:

- A. Attempting to contact parents.
- B. Attempting to contact persons named as emergency contacts on the Emergency Information in ePACT
- C. Summoning 911/emergency care
- D. Assigning a counselor or a designated person to go with the child to the hospital or medical facilities, if a child is sent.

Allergies, or behavioral concerns should be reported to the camp director prior to the start date at camp so that adequate and appropriate preparation and care can be provided for each camper.

## CHILDREN WITH SPECIAL NEEDS

DRP&CH will accept children with special needs into our programs and makes a reasonable effort to accommodate the child without fundamentally altering the child care program. The DRP&CH provides group child care and is not able to provide personal assistants for children with special needs. However, if a child needs an aide please contact the Recreation Supervisor for directions in placing her/his assistant in our program to aid your child. The DRP&CH works closely with SSSRA and may be able to locate a personal assistant through our partnership.



# GENERAL INFORMATION

## INJURIES

Injuries will be treated as needed: washing, applying Band-Aids or ice packs. Parents will be notified upon pick up, and given an “Ouch Report” explaining the details. In accordance with sanitation and state regulations, DRP&CH staff cannot administer any cream ointment or anti-bacterial solutions. Parents will be contacted immediately in the case of more serious injuries, in which medical attention is needed.

## MEDICATION

A Medication Administration Form must be completed via ePACT by the parent or guardian in order for any medication to be administered. Medication must be brought to staff in its original prescription labeled container. The label must clearly identify the child’s name, doctor, date, prescription name and dosage. Children are NOT allowed to dose medication themselves—all medicine (including inhalers) must be given to the camp staff.



## OTHER ILLNESS

If your child is ill and will not attend the Summer Camp Program, please call the Camp Director by 9:00 am to inform us of the absence. If your child becomes ill while in our care, a parent will be contacted and asked to pick up their child **immediately**. The child will be isolated, within sight and hearing of staff, until the parent arrives. If the parent cannot be reached, the staff will phone the emergency contact person(s) listed on the child’s enrollment form. The DRP&CH is not licensed to provide care for sick children.

**If your child is tested for COVID-19 and has a positive result, we ask that you notify the Recreation Supervisor immediately so proper precautions, notifications and sanitation can take place. We ask that your camper not return to camp for a minimum of 10 days, or until all signs and symptoms have been eliminated and a negative test has been received.**

**Camp Staff have the authority to ask a parent to remove their child from the program, if that child appears ill or their health is judged to be detrimental to the other children and staff. Parents or emergency contacts are required to pick up the ill child within one hour of being contacted.**

Children exhibiting the following symptoms may not attend the program:

- Severe pain
- Temperature over 100.4 degrees
- Diarrhea or blood in urine
- Swollen joints
- Jaundiced skin, yellow eyes or red eyes with discharge
- Visibly enlarged lymph nodes
- 2 or more episodes of vomiting in 24 hours
- Infected/untreated skin patches or rash lasting more than one day
- Evidence of head lice or nits





# GENERAL INFORMATION

## BEHAVIOR AND DISCIPLINE

It is the goal of our Summer Camp program to provide a healthy, safe and secure environment for all camp participants. Children attending Summer Camp are expected to exhibit Character Counts values, follow basic behavior guidelines and to interact appropriately in a group setting.

Discipline is viewed by our staff as a teaching opportunity. Our goal is to teach children the kind of self-control that results in appropriate, cooperative behavior.

Redirection is the first logical step to behavior management. Should a problem persist, natural consequences and removal from the activity will be used as a form of discipline. In the event that chronic behavior problems develop, incidents will be documented and communicated to the parent.

The following behaviors are unacceptable and may result in the immediate suspension of a child for the remainder of the current day and/or further time period:

- Endangering or threatening to endanger the health and safety of others, self, children, staff or volunteers.
- Stealing or damaging Village of Park Forest, host site, or personal property.
- Leaving the program or boundaries as set by staff without permission.
- Continuous disruption of the program
- Refusal to follow the behavior guidelines of the program.
- Using profanity, vulgarity or obscenities
- Acting in a lewd manner

While the fore mentioned is the general outline of our behavior procedures, the DRP&CH reserves the right to ask parents to find alternative arrangements for their child without prior notification, as deemed necessary for the safety of staff and/or program participants, not limited to the fore mentioned behaviors.

Immediate expulsion may occur if a child is in possession of and/or using tobacco, alcohol, illegal drugs, firearms, knives, explosives or any other weapon.

At no time will swearing, abusive language or physical violence be allowed by children, staff, volunteers or parents. In addition, the DRP&CH strictly enforces all rules and regulations set by the local school or host sites.

## EMERGENCY/NATURAL DISASTER PLAN

In the event a natural disaster occurs, our goal is to keep children safe and calm. The Camp Staff will determine the safest plan of action. The Camp Director will always keep the campers emergency information with them at all times.

You may want to consider making arrangements for a friend or relative who works or lives close to your camp site to pick up your child in case of a disaster. Their names must be included on the emergency contact list on your Emergency/Health Information Form. Remember, they must have a Photo ID and they must be at least 18 years old. It is also a good idea to have an out of state contact to call in case of a natural disaster. Often out of state phone lines are still active in the event of a local disaster. Remember, making plans prior to emergencies can expedite the safe release of your child.

Camp closure due to a natural disaster is at the discretion of the Recreation Supervisor, Assistant Director and Director of The Department of Recreation, Parks & Community Health. If questionable situations arrive, please call the the DRP&CH.

No credits will be given for absences due to trips, holidays, vacations, disasters, emergencies, or days we are scheduled to be closed.

## THANK YOU!

We are happy that you have selected The Department of Recreation, Parks & Community Health Summer Camp Programs. We offer days filled with happiness, wonderful activities and educational fun. We thank you for sharing your child with us and are pleased you chose us.

