



Enriching lives and creating memorable experiences.

Summer Preschool Camp Parent Handbook 2024

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Welcome

The Glencoe Park District is excited to welcome you and your child to our 2024 camp season! No matter the camp, our goal is to provide your camper with a fun-filled and safe camp experience. We hope your child will develop lasting summer memories while in our care.

This handbook has been prepared to provide information about Glencoe Park District Camp procedures and policies. We believe the more informed you are, the better experience your child will have at camp. Please familiarize yourself with the information in this manual and refer to it for the duration of camp.

We are happy to answer any questions you may have. Please contact the camp program manager with any questions you have regarding the information in the manual.

We look forward to seeing you at camp this summer!

Sincerely,

Camp Program Manager

Savannah Martin

Teddy, Koala, Panda Bears, Kinder Korner, Preschool CITs Manager

(847) 835-7534

smartin@glencoe parkdistrict.com



Camp Contact Information and Locations

Park District Office Hours

Takiff Center Main Desk

999 Green Bay Road, Glencoe
Monday- Friday , 8:30 AM-5 PM
(847) 835-3030

Takiff Center Early Childhood Desk

999 Green Bay Road, Glencoe
Monday-Friday, 7 AM-6 PM
(847) 835-7553



Mission

Glencoe Park District Mission Statement

To enrich lives, build community, and create memorable experiences through exceptional parks, programs, and facilities

Camp Dates

Camp Session Dates

- Regular Camp Season: June 10-August 2
- Summer's Beginning: June 3-7
- Summer's End: August 5-9

There will be no camp on Thursday, July 4.

Camp Day Checklist

CAMP DAY CHECKLIST

- | | | |
|---|--|--|
| 1 | Gym Shoes | |
| 2 | Comfortable Active Wear | |
| 3 | Bag or Backpack | |
| 4 | Water Bottle | |
| 5 | Sunscreen
(labeled with child's first and last name) | |
| 6 | Packed Lunch (shellfish and nut-free)
not requiring refrigeration or heat | |
| 7 | Change of Clothes | |
| 8 | Diapers and Wipes
(not toilet-trained campers only) | |

Camp's Daily Happenings

Camp curriculum is based on weekly themes that offer developmentally appropriate learning experiences. Daily activities include:

- Group times (music, stories, fingerplays, etc.)
- Free Play/Free choice of Learning Centers
- Large Motor/Gym time/Outside time
- Morning Snack
- Lunch- Brought from home (Koalas and Kinder Korner as well as extended day Teddies and Pandas)

You will receive a camp calendar highlighting the themes and important days.

Our Learning Centers are divided into areas devoted to art, block play, large motor activities, dramatic play, and small motor experiences. Our materials are chosen to invite active participation and promote learning and are geared to the particular developmental levels of the children in each room. We often supplement our offerings with items from home, the library, or other classrooms.

Classroom Child to Staff Ratios

Teddies/ twos	15:3	15 children max
Pandas / threes	16:2	16 children max
Koalas / fours	20:2	20 children max
Kinder Korner /fives	20:2	20 children max

Drop-Off and Pick Up Procedures



- K-5 CAMPS:** Kinder Korner, Sun Fun, and Camp Adventure campers are dropped off and picked up in a carline behind the Takiff Center.
- PRESCHOOL CAMPS:** Panda Bears and Koala Bear campers are dropped off and picked up in a carline in the Early Childhood parking lot. Caregivers must walk Baby Bear and Teddy Bear campers to/from their classrooms using the Early Childhood entrance
- AM/PM CARE:** Caregivers must walk AM/PM Care campers to/from their classrooms using the door closest to the playground.

Drop-Off

Teddies

Please bring your child into the classroom when you arrive in the morning. Children may not enter the building without an accompanying adult.



Pandas, Koalas, and Kinder Korner

Your child will participate in carline. Please stay in the carline and do not pull around other vehicles. We ask that parents remain in the driver's seat during drop-off and pick up. Camp staff will unload cars and greet campers. Please ensure that your child's car seat is on the right-hand side of your vehicle to create safety for all.

If your child takes part in any extended hours (AM/PM Care), you will need to park and enter the building to drop your child off in AM Care or pick your child up from the PM Care classrooms.

Release Procedures

Your child will only be released to those individuals who are listed on the authorized pick-up list. No other person will be allowed to pick up your child unless you have notified us in writing prior to the time of release. If you need to make last-minute pick-up arrangements, email Savannah Martin at smartin@glencoeParkDistrict.com.

Photo identification is required before a child will be released to anyone other than those listed as authorized pick-ups.

Late Pick-Up Policy

At the dismissal of your child's camp program, children must be picked up promptly. If children are picked up more than 10 minutes after the conclusion of the program, a late fee will be assessed. Beginning at 10 minutes after dismissal, parents/guardians will be charged an \$8 late fee for each 15-minute segment of an hour that the child is present in the program after dismissal.

Parents/guardians will be asked to sign a late pick-up acknowledgment. The late pick-up fee will be added to the family's household.

If the parent or designated pick-up person has not arrived or contacted the center by 10 minutes past dismissal, Park District staff will begin telephoning parents' cell and home phone numbers to reach the parents. If, after calling the available numbers, a parent cannot be reached, Park District staff will call the emergency contacts listed on the Emergency Contact Information form, followed by any other names listed on the Pick-up Authorization form. If an hour has passed, parents or another authorized for pick-up have not come to pick up the child, staff will notify the Program Manager and will contact Glencoe Public Safety.

The Glencoe Park District acknowledges its responsibility to ensure the child's well-being until the parent, authorized pick-up person, or police department representative arrives.

Camp and Park District staff will not hold the child responsible for late pick-up, will only discuss the issue with parents/guardians, and never discuss the issue with the child.

Parents are expected to maintain updated contact information in their child's files.

Any child who is picked up 15 minutes late more than five times in a calendar year may be disenrolled at the discretion of the Program Manager.



Safety and Security

There is a keycard system installed in the Early Childhood Wing. Teddy and AM/PM care parents will receive key cards in order to pick up and drop off from the classroom. If an individual comes in without a keycard, we ask that they sign in and our front desk staff will check ID.

Entrances to the building as well as the Early Childhood Wing are video-monitored.

We take safety seriously. Staff is trained in First Aid and CPR/AED. Fire drills are conducted each month. We model a calm, immediate response by exiting according to routes planned by Glencoe Public Safety.

Family Communication

Sometimes outside circumstances affect your child's behavior at school. A late-night, a visit from relatives, an out-of-town trip for mom or dad - all these things may impact your child's day. We don't want to pry, but we do want to have enough information to respond appropriately to your child. You are welcome to touch base with your child's counselor at drop-off, leave a note on Brightwheel, or talk with the Program Manager.

Contact Us

When contacting Early Childhood Camps, please call (847) 835-7534. In an emergency, when you are unable to contact us at this number, please call the Glencoe Park District office at (847) 835-3030. A message will be delivered to staff. You may also ask the front desk staff to page the Program Manager.

If you need to contact your child's Camp Director directly, this shall be done in the Brightwheel app.

Brightwheel

We use an app called Brightwheel. You will receive an invitation for the app one week before the start of camp. You will be able to access pictures and updates about your child's camp day as well as message camp directors directly. We cannot guarantee that messages will be answered immediately as our staff's priority is the children in their Camp. If you have an urgent message, please call our front desk at 847-835-7553.

ePACT (Emergency Network)

Each individual participant in Glencoe Park District summer camp programs is required to have an information/emergency contact form on file prior to the first day of camp.

New this year, we will be using ePACT, a secure electronic health record system, for submission of all health forms. Instructions and registration information for ePACT will be sent via email shortly after your registration.

Each individual camp participant must have a completed ePACT account. The health and emergency contact information you provide on the forms will help ensure that appropriate health and safety procedures are followed in the event of any health or emergency situation regarding your child. It is important to list all emergency contact information, information about your camper, and guardians who have permission to pick up your camper in ePACT.

Participant and Parent Code of Conduct Policy

Code of Conduct

Participants and parents are expected to exhibit appropriate behavior at all times while participating in any program or activity at the Glencoe Park District. It is recommended that parents discuss with their children that activities are planned for groups, and while their child may wish not to participate in a specific activity they are still expected to make an effort to be a part of the program. The following guidelines are designed to provide safe and enjoyable activities for all participants. Additional rules may be developed for specific camps as deemed necessary by staff.

Participants and parents shall:

- Show respect to all participants, staff and property
- Take direction from camp staff and managers
- Refrain from using abusive or foul language
- Refrain from causing bodily harm to self, other participants, or staff
- Show respect for equipment, supplies, and facilities
- Bullying is not permitted in any fashion

Preschool Discipline Policy

Glencoe Park District Preschools Discipline Policy

Discipline should be administered as guidance that helps children develop appropriate social skills, gain self-control, and assume responsibility for their own actions. Discipline through the use of guidance allows children to learn boundaries. It is understood that young children are not born with these skills and it is the adult's responsibility to guide them through the experience.

Preventing Behavioral Issues:

To prevent discipline issues in the classroom, staff should maintain a consistent classroom routine, provide a variety of activities and materials for the children to use, and model appropriate behavior. Since young children are still learning to share, duplicate toys should be available in the classroom when possible. Staff should work with children to establish written classroom rules that are posted in the classroom. This should be visible to staff, children, and families.

Strategies:

No one discipline method works for all children and the methods vary greatly depending on the developmental age of the child. Discipline should be administered by using the least restrictive to the most restrictive approach.

Methods include:

1. Providing guidance for children in a positive manner. Acknowledging children's appropriate actions should be an ongoing part of the daily interactions. Remember, children do not know what is expected of them if they are not told. You have to identify the desired behavior. Example: chairs are for sitting,

2. Ignoring children who may be acting out as a method to get an adult's attention. This method can only be used if the behavior is not harming the child or anyone else. When the behavior ceases, it is important to follow-up by providing attention in response to positive behaviors.

3. Use of the 1-2-3 warning system.

4. Redirection of a child to a different activity or area of the classroom. This is the best method for children under 2 years old.

5. Facilitating conflict resolution. Whenever possible, children should be encouraged to work out their differences with each other. It is the staff's role to coach this process.

6. Removing the child from the action. As a method of helping a child gain control, a child may be separated from the situation. This is not a use of time-out. Time-outs are not permitted. You can have the child take a walk with an adult, read a book in the library, cuddle on a chair, or hop on the sensory path.

7. When behaviors seem to be impacting more than one or two children, the teacher may elect to have a group discussion to clarify what is and is not okay. The group method is only appropriate for children 3 years old and older.

Home-school communication is an important aspect in providing guidance for young children. Staff members and families must communicate freely to set consistent guidelines for behavior. Families should be kept informed of their child's behaviors. Since changes in a child's home life can affect a child's behavior, families are encouraged to inform staff of such changes. Changes can be as simple as one parent travelling for work.

Challenging Behaviors

Challenging behavior is defined as any serious and repeated pattern of behavior that interferes with a child's ability to engage in developmentally appropriate self-regulation and cognitive and prosocial engagement with peers and adults.

When ongoing challenging behavior is noted, the next steps of action include:

1. The program administration will meet with the child's family. The program administration will provide information regarding additional services.

2. A written behavioral support plan that is agreed upon by the program staff, families, and qualified professional resources will be created.

3. Utilize all strategies shared in the written behavioral support plan. The behavioral support plan will be an ongoing document that includes documentation of strategies used, ongoing behavioral issues, and attempts to utilize professional resources, parental consent attempts, and evaluations by any professional resources.

4. Children who, after documented attempts have been made to meet the child's individual needs, demonstrate an inability to benefit from the type of care offered by the Glencoe Park District Preschools, or whose presence is detrimental to the group, shall be transitioned to a different program. Transition plans are determined by the Glencoe Park District and the family. They are designed to ensure continuity of services to meet the child's needs.



5. In accordance with the Department of Children and Family Services, any transition plans that are created will be reported to the Illinois State Board of Education.

No child shall be subject to any form of corporal punishment, verbal, emotional or physical abuse. Children are not to be disciplined for bathroom accidents. No child shall be threatened or deprived of regularly scheduled meals, snacks, or water.

Dismissal from the Early Childhood Camp Program

In accordance with the Glencoe Park District's program and facility participant conduct policy, a child may be dismissed from the camp program when the health, safety, and welfare of the child or any other member of the class is at risk. The Park District's Program/Facility Participant Conduct policy is stated below:

The Glencoe Park District reserves the right to suspend, expel, or deny participation in any program, event, or facility to any person whose behavior materially interferes, or disrupts the quality of those offerings, the enjoyment of them by other participants, or the ability of staff to conduct or manage the activities of the facility.

A child's parent or guardian will be notified of the first incident: the second incident shall require the presence of a parent at a meeting with the instructor and a Park District administrator/manager; a third incident may result in an expulsion or suspension of the child from the program, event or facility.

If a child engages in behavior that may result in bodily harm to others, an immediate meeting with the parent may be called. If such behavior warrants it, immediate suspension or expulsion may result.

An adult shall receive one verbal or written warning. The second incident may result in suspension or expulsion from the program, event, or facility.

Allergies

Participants with allergies may be at risk of a serious allergic reaction while participating in a Park District program due to contact with, or ingestion of the allergen. The Glencoe 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 participants with life-threatening allergies to participate in our programs.

If your child has allergies, list all known allergies on your child's camper information form in ePACT. If your camper has allergies that will be treated at camp, you must complete our Allergy Form and Medication Form if applicable and upload it to your ePACT account. Forms may be obtained in ePACT. Required forms must be submitted a minimum of seven days before the participant's first day of attendance to allow Park District staff time to make accommodations and to train appropriate staff.

Medication

State licensing regulations and Glencoe Park District policy do not allow us to give children over-the-counter medication. Only prescription medication may be given. A medication authorization form must be filled out before medication can be administered. Medications must be in the original prescription container. You must also provide a doctor's note

stating the medication, the reason for administration, what time it is to be administered, the exact dosage, and the start and end date of the medication. Medication authorization forms can be found in ePACT.

Special Accommodations

The Glencoe Park District welcomes the participation of all individuals in our program. We are fully committed to complying with the ADA and providing reasonable accommodations to facilitate participation in our programs. Please make us aware of any special situations as soon as possible.

If your child requires support with medication, behavior management or physical assistance, it is the responsibility of the parent/guardian to contact the Program Manager upon registration to make arrangements for any accommodations. If sufficient notification is not received, camp attendance may be delayed.

Illness Policy

For the protection of all the children and staff and the comfort of your child, please keep your child home if they have any of the following symptoms:

- a productive cough
- a temperature
- diarrhea or vomiting
- a rash
- thick nasal discharge or discharging eyes or ears
- temperature of 100.4

Please remember that a virus is contagious even though it cannot be treated with antibiotics. When a child's physician has determined that symptoms are caused by a virus, that child should not return to camp until they are asymptotic.

When the camp staff has determined that a child is ill, the parents will be contacted. The child must be picked up within an hour and a half. Failure to comply with this policy may result in a \$10.00 charge per half hour.

Your child must be free of fever, diarrhea, or vomiting for a full 24 hours before returning to camp.

Sunscreen

Any parent who wishes to have sunscreen applied to their child must provide authorization in Epact before the first day of camp. Staff will not apply sunscreen to children who do not have and Sunscreen Authorization Form within Epact even if sunscreen is provided and the child requests assistance.

- All sunscreen to be applied must be waterproof sunscreen.
- Parents are responsible for providing their child's sunscreen. Sunscreen bottles should be clearly labeled with the child's first and last name. Sunscreen will only be applied to the child whose name appears on the bottle. No sunscreen will ever be provided.
- Sunscreen will be applied in the presence of other staff and participants upon arrival or prior to departure to the beach, waterpark, fieldtrips and walking trips.



- Staff will only apply sunscreen to a participant's face, back, and arms.
- Upon completion of application, the bottle of sunscreen will be returned to the child. The Glencoe Park District will not be responsible for lost bottles of sunscreen.

T-Shirts

All campers will receive a camp shirt. Your child must wear their camp T-shirt on all field trips. Please label the t-shirt with your child's name. We will make every effort to ensure your child receives the proper size. Lost T-shirts may be replaced for a fee.

Clothing

We love to see your child looking good, but we hate to feel bad when good clothes get messy! Your child will paint, splash in puddles, stretch "slime" and dig in the sand and dirt. Please dress them accordingly. We encourage the use of smocks and aprons, but these are not always enough protection.

Remember that part of your child's day will be spent in the gym or on the playground. Be sure your child's clothes allow for active play, with no dangling strings or belts that may get caught on equipment. To prevent slipping on the floors, gym shoes or shoes with rubber soles are required. Sandals, clogs, and dressy shoes are unsafe and should not be worn.

Extra Clothing

Water activities, sand play, and occasional bathroom accidents necessitate that 2 complete sets of extra clothing be kept in your child's locker. All clothing should be marked with your child's name. If soiled clothing is sent home, please bring a clean extra set the following day.

Diapering Supplies

Parents of children who are not toilet trained are responsible for supplying diapers and wipes. When your child's supply is low, a note will be sent home reminding you to restock them. You may also provide diaper ointment. We ask that you label it with your child's name and fill out a form authorizing its use (available from camp staff).

Toilet Training

Early Childhood staff will assist parents in toilet training when the child expresses an interest. Please feel free to discuss toilet training with the staff.

Lost and Found

Found items will be located in the Early Learning Center lobby. Labeled items are more easily recovered! All unclaimed lost and found items will be disposed of or donated one week after camp ends.

Birthdays

We love to celebrate! Birthdays and holidays are special times and you are welcome to bring a treat to share with your child's camp group if you wish. Treats may include fruit roll-ups popsicles, cupcakes, or party favors. State licensing

regulations require us to only serve foods purchased from a store, bakery, or caterer that are labeled nut-free. Please let your camp staff know in advance when your child will be celebrating a special event.

Field Trips

Field trips, nature walks, and short excursions are an important part of our educational program. Our Koala and Kinder Korner campers will go on field trips. Your child must be on time for camp to ensure they attend the field trip.

Separation Issues

Some children walk into a new classroom and feel at home immediately! For most, however, getting comfortable is a process that may take from a few days to several weeks. During the adjustment period, your child may be increasingly clingy, teary, or angry. Try not to be too disturbed if your child displays these symptoms. Usually, symptoms of separation anxiety will disappear once the child feels more comfortable with the teachers, program, and classmates.

How can you help?

1. Be positive. If you are anxious about your child attending camp, then you may be transmitting these feelings to your child.
2. Allow more time. Give yourself and your child a little more time for the home-to-school routine. Rushing can add to everyone's stress!
3. Bring a "transitional object" from home to camp. Sometimes children feel more secure if they have something from home to hold onto. Some possibilities: a photo, a scarf of Mom's, a blanket, a loved stuffed animal.
4. Develop a goodbye routine. Some families ask their children to wave from the classroom window or draw a special picture. Some children think it's fun to push their parents out the door! Your routine may be as simple as hanging up your child's backpack, having one good hug, and then handing over to the teacher!
5. Signal the teacher when you are ready to leave. Say a brief and positive goodbye to your child.
6. Avoid staying in the classroom too long if your child begins to cry.
7. Be supportive and understanding about your child's feelings. Explain to your child that it takes time to adjust to new people and places. Let your child know that there are people at school to help him/her if he/she needs it.

We know that starting a new program is a transition for you as well. Feel free to call and check in on your child. We're glad to give you an update. And as always, if you have questions and comments let us know. Our doors are open!

Thank you

We know there are many options when choosing summer experiences for your child. We appreciate you choosing and trusting the Glencoe Park District for your child's care. We strive for all our campers to have a fun, safe and memorable summer in an inclusive environment. Please do not hesitate to reach out to our team if you have any questions or concerns. We look forward to another fun summer!