



Alsip Park District Parent Handbook Summer Camp 2024

Contact Information

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Summer Camp Coordinator

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Please note that the Alsip Park District continues to follow all local, state, and federal guidelines. Policies will be adjusted as needed and will be sent out as guidelines continue to change.

Hours of Program

<u>Pre-Camp</u>	<u>Regular Camp</u>	<u>Post Camp</u>
7:00-9:00am	9:00am-3:00pm	3:00-6:00pm

Dates of Summer Day Camp

Session A: June 10th to June 21st

Session B: June 24th to July 5th

Session C: July 8th to July 19th

Session D: July 22nd to August 2nd

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Mission

The mission of the Alsip Park District is to enrich life through quality leisure services at a variety of parks and facilities, while offering programs in education, social involvement, and recreation in a clean, safe environment for individuals of all ages.

Purpose, Description and Goals

Welcome to the Alsip Park District Summer Day Camp Program! We are looking forward to working with your children throughout the fun-packed summer months. Enclosed you will find information on the camp policies and procedures. Please take a moment to read through this information and bring any questions to the Summer Camp Packet Pick Up on Thursday, June 6th at 6:30 pm at the Apollo Recreation Center. If you should have any questions regarding camp in the meantime, please feel free to call the front desk at 708-389-1003.

ePACT how to...

How to change medical information for your child on ePACT

- This was a question you answered in the ePACT profile for each child. If you want to change your answer, please follow these steps:
 - Log in to: <https://www.epactnetwork.com/>
 - Click on my ePACT
 - Scroll down still you see the heading My Connected Organizations
 - Click on Alsip Park District Program your child is in
 - Click on the child's name (you will have to do this for each child if you have multiple children in the programs)
 - Scroll down to the section "medications and treatments" and edit the information you are changing.
 - PLEASE NOTE: If your child takes medication during camp you must consent to the medical waiver on ePACT under "medical waiver".

How to determine if your child is a car rider or walker and how to change your answer.

- This was a question you answered in the ePACT profile for each child. If you want to change your answer, please follow these steps:
 - Log in to: <https://www.epactnetwork.com/>
 - Click on my ePACT
 - Scroll down still you see the heading My Connected Organizations
 - Click on Alsip Park District Program your child is in
 - Click on the child's name (you will have to do this for each child if you have multiple children in the programs)
 - Scroll down to where you see the section "additional questions" and edit your answer and click SAVE.

How to add someone to your pickup list on ePACT.

- Log in to: <https://www.epactnetwork.com/>
- Click on my ePACT
- Scroll down still you see the heading My Connected Organizations
- Click on Alsip Park District Program your child is in
- Click on the child's name (you will have to do this for each child if you have multiple children in the programs)
- Scroll down to the bottom and click edit in the sections where information needs to be added.

Troubleshooting:

- If it doesn't let you save/continue make sure you check to make sure each person listed shows a relationship to the child (under "manage relationship"). Then click save and you should be good to go.
- If you are not able to add a picture, and you put the e-mail address in for that person and they have a check mark next to their name. They have taken control of their own account and need to add a picture themselves.

Class Dojo App

Class Dojo is a communication tool that we will be using this summer to send you updates, pictures/videos, announcements, and important information when it comes to everything camp! Please make sure you download the FREE app ClassDojo on your phone to make sure you get all the features to work (the desktop version does not show all announcements). You will also be able to reach out to the senior leadership directly through the app without having to make a call at work to report an absence or anything else you need us to know about!

Please note that if your child is signed up for pre/post camp there are separate class invites for those as well so please make sure to join all classes you are invited to. This will help keep you up to date on pick-up/drop-off locations and more!

Arrival & Departure

Check-In Procedure

- **Pre-Camp Check-in (Any time between 7:00am-8:50am)**
 - Please walk your child into the building and into the small gym and check your child in with the staff
 - Parents will only be verbally checking their child(ren) in, they will not need to sign anything.
- **Summer Day Camp Check-in (8:50-9:10am)**
 - **Car Riders:** Please walk your child into the Apollo Recreation Building and you will sign your child in with the group leader for your child's group.
 - Please note that each person dropping off the child must be in the child's ePACT profile with a current picture of that person.
 - **Walkers:** Walkers will enter the Apollo Recreation Building and check in with the group leader and sign themselves in.
- **Summer Day Camp Check-Out (2:45 – 3:00pm)**
 - **Car Riders:** Please enter the Apollo Recreation Center and line up according to the group you are picking up from. At 2:45 the group leaders will be at the tables to start the dismissal process.
 - Please note that each person picking up must be in the child's ePACT profile with a current picture of that person.
 - **Walkers:** Those who are marked as a walker and have not been picked up by 3:00pm will be signed out and dismissed to walk home at 3pm (regular camp).
- **Post-Camp Check-Out (Anytime between 3:00 – 6:00pm)**
 - **Car Riders:** Please go to the big pavilion near the park and you will be greeted by the post camp group leader.
 - Please note that each person picking up must be in the child's ePACT profile with a current picture of that person.
 - If inclement weather is occurring (rain or heat index is about 94 degrees) post camp will be held inside. Please enter the Apollo Recreation Center and check the sign in the lobby to where post camp will be for that afternoon.
 - **Walkers:** Those who are marked as a walker and have not been picked up by 6:00pm will be signed out and dismissed to walk home at 6pm.

Early/Late Arrival from Camp

- **Late Arrivals (after 9:10am)**
 - Once you arrive at the Apollo Recreation Center, please check in at the main office. The office staff will notify the camp staff of the late arrival. DO NOT LEAVE until a summer day camp staff member has come to get your child from you.
- **Early Pick Up (before 2:45pm)**
 - Once you arrive at the Apollo Recreation center, please check in at the main office. The office will still notify camp staff of the early pick up. If you know ahead of time that you are picking up early, please let the staff know so they can get your child ready ahead of time.

Late Fees

If you are late picking your child up from camp, you will be charged \$10 for up to the first 5 minutes and \$1 for each additional minute. Late fees must be paid, at the main office, at the time of the camper pick-up or the next day before the camper can return to camp. Any parent who does not contact camp staff about a delay and their child is not picked up after 30 minutes of the scheduled camp ending time, the Alsip Police Department will be notified.

Authorized Pick-Ups

Campers will only be released to the people listed on the Authorized Pick-Up list through EPACT that have a picture on their account. If you are wanting to add someone it must be done on your EPACT prior to them showing up to pick up. All individuals authorized to pick up your child will be required to have a picture on the EPACT account.

Custody Situations

Both parents will be allowed to pick up their child at any time unless you provide legal documentation such as court orders explaining your custody arrangement. Please upload a copy of this document to your ePACT account. Documents from past years need to be re-submitted.

Attendance

- If your child is not attending camp for a day, please call the camp office at 708-389-1003 ext. 310 or you may message us on the class dojo app. Please also indicate why your child is not coming to camp (sick day or personal day).
- Please note that if your child is out for more than 3 days with an illness you will be required to bring in a doctor's note with the date listed, they can return.
- If you do not notify us of your child's absence, it will be marked as an absence due to illness. You will be required to provide a doctor's note if they are out for more than 3 days without contacting us.
- We will only call to check on an absent child if that child is marked as a walker.
- We all should realize that there will be days in the summer when temperature and/or humidity will be extreme, and rain may be heavy. The decision whether your child should attend camp is yours to make. We also understand that family vacations or other events may occur during camp. Please understand that no refunds will be granted for missed camp days.

Inclement Weather

Day Camp will be held regardless of inclement weather (rain or excessive heat, a heat index of 94 degrees or higher, or the air quality index (AQI) reach a 151 or higher). On these days each group will be assigned an indoor space that will be used to conduct indoor activities/games.

Lunch/Snack

Lunch

- Each child should bring a sack lunch and drink with their **NAME MARKED ON THE BAG**. It's a good idea to use a small re-freezable cooler device to keep drinks cool. Water fountains are located at the Apollo Recreation Center and the Aquatic Park. **We strongly recommend sending a refillable water bottle with the child's name clearly marked on it each camp day.**

Snack (post camp only)

- If your child is in post-camp, please send a snack for them in an additional bag with their name marked on it.

Inclusion Policy

Southwest Special Recreation Association (SWSRA), our partner agency, believes that all individuals should be provided with leisure opportunities that allow for participation at the highest level of ability, in the least restrictive environment possible. Although many people achieve this through participation in a SWSRA program, others may also have great success in the activities provided by the Alsip Park District.

SWSRA adhere to the following basic principles when providing accommodation to allow for successful inclusion:

- The interests and needs of an individual participant will be addressed.
- The Partner Agency staff will be given support by SWSRA.
- The policies and concerns of the Partner Agency will be addressed.
- Options with choices will be made available to individuals with disabilities.

Technology/Personal Items Policy

If a participant brings personal technology (examples: cell phones, Bluetooth/wired headphones) to the program it must be turned off and in their bags. If you need to get a hold of your child during the program, you can call (708)389-1003. **PLEASE NOTE: IF A CAMPER USES THEIR PERSONAL TECHNOLOGY, IT WILL BE TAKEN AWAY AND PUT IN THE CAMP DIRECTOR'S OFFICE. A PARENT WILL BE REQUIRED TO GET THE ITEMS BACK.**

The Alsip Park District will not be responsible for any lost, stolen, or damaged items.

What to bring to the program.....

Gym Shoes

Swim Gear on Swim Days

Water bottle (Refillable)

Backpack to carry all belongings

Bug Spray

Sunscreen

*Parents are encouraged to apply sunscreen and bug repellent to campers before arriving at camp.

We will remind campers to put on sunscreen every 2 hours (at 10am, 12pm and 2pm).

What NOT to bring to the Program...

MP3 Player

Gum/Candy

Cell Phones

Toys

Trading Cards Tablets/Game Systems

Headphones (wireless or wired)

Parent Code of Conduct

- Parents and/or emergency contacts/authorized pick-ups are required to follow the Alsip Park District policies while you are at our program.
- Please refrain from inappropriate conduct; using harsh, demeaning, threatening or abusive language, speaking in a level that is not appropriate when speaking to any staff member.
- No Parent and/or Emergency contacts/authorized pick-ups shall be under the influence of drugs/alcohol. There will not be any physical violence toward staff, a child (your own or another), another parent, member or volunteer, materials, or property.
- If inappropriate behavior is displayed your child will be terminated from the program and no refunds or prorating of funds will be given.

Parent communication with Children During Camp

- If a parent must reach their child at camp due to an emergency, please call 708-389-1003 and ask for a Recreation Supervisor or Camp Director. They will locate your child and bring them to the phone. Please remember the staff's responsibility is supervising the children, so we ask that phone calls are kept to a minimum and only made in emergency situations.
- Parent/adults are not allowed to speak to children other than their own regarding that child's behavior. If there is a problem between your child and another, please bring it to the attention of staff or have your child do so. Only Park District Staff are permitted to discipline or question a child in their care during camp hours.

Behavior Policy & Management Plan

The Alsip Park District summer camp staff would like all campers to have a great time at summer camp every day. Inappropriate or defiant behavior can prevent this from happening and will create an undesirable situation for campers and staff. While family and school environments are very influential for personal development, Park District programs also need to be recognized as legitimate influences in child development. By administering a fair system, we hope to meet these responsibilities as well.

- **Zero Tolerance:** Any Camper, who uses, possesses, controls, or transfers drugs or a weapon, or any object that can reasonably be considered a weapon, looks like a weapon, or looks to be a part of a weapon, shall be removed from the program immediately and the Alsip Police will be notified. Additionally, any camper who spits, bites, or scratches another camper, community member or staff member will be dismissed of the program.
- **Violence of any type will not be tolerated.** Any student who hits someone for any reason (even if they're hit first) will be immediately given a discipline report and can lead to a suspension deemed by the Camp Director or Recreation Supervisor.
- **Bullying** (Physical, psychological, or verbal) will not be tolerated and students that are involved will receive appropriate consequences, deemed by the Camp Director or Recreation Supervisor.
- **Be Respectful:** Respect yourself, others, all property, and wildlife. Listen to and follow any directions/instructions that are given by staff. All participants are expected to use appropriate language and have appropriate behavior.
- **Sportsmanship:** Demonstrate good sportsmanship while participating in all activities.
- **Be Safe:** No roughhousing, stay clear of roadways, no climbing on trees or fences. Shoes must be worn; gym shoes are required for most activities.

The Alsip Park District camp staff will follow a progressive form of discipline, when deemed appropriate. The purpose of discipline is to help a child develop self-control and learn to assume responsibility for his/her own actions. We use corrective statements and "time-outs" to redirect negative behavior. Recurring or major problems will be documented through disciplinary report forms and discussed with the parent/guardian. The Recreation Supervisor and the Camp Director have the right to dismiss any camper that has continued to misbehave during a camp session and there will no refund given due to suspension or dismissal of the program.

If your child chooses not to follow the rules, the following disciplinary actions will be taken. Steps may be skipped for repeat or serious offenses.

- 1st Infraction
 - Discipline report is written; the parent/guardian will be notified of the behavior and that a discipline report was done.
 - The participants may need to be picked up or a suspension may be given depending on the severity of the incident.
- 2nd Infraction
 - Discipline report is written; the parent/guardian will be notified of the behavior and that a discipline report was done.
 - The participants will need to be picked up at time of call and/or a suspension will be given.
- 3rd Infraction
 - Discipline report is written; the parent/guardian will be notified of the behavior and that a discipline report was done.
 - The participants will need to be picked up at time of call and/or a suspension will be given. A meeting will need to occur before the participant can return to the program.
- 4th Infraction
 - Discipline report is written up and parent/guardian is called to pick up child immediately. The child will be removed from our program immediately.

Behavior Policy & Management Plan Continued...

Staff will redirect the uncooperative child to another activity or redirect the entire activity into a more wholesome direction. Parents will be notified of any serious or continuous behavior problems in person/by phone or through e-mail. A conference between parent/guardian, child and camp staff will be scheduled as necessary to discuss serious behavior problems and to establish new behavior management techniques appropriate for the child. If no measurable improvement in the child's behavior is evident after a set time, the child will be removed from the summer camp program, with no prorating of fees.

Please understand we establish this policy for our protection and the safety of all the children. We do not want to remove children from the summer camp program and will work with the parent and child to the best of our ability to correct and deal with any problems that may arise.

Discharge policy

The Alsip Park District has the right to discharge a participant without issuing a refund if the following is determined:

- Falsified/incomplete registration forms.
- Participants' actions or activities endanger the safety to self or other campers or staff.
- Repeat violation of any policy listed in Parent Handbook.
- Non-payment will result in your child not being able to attend camp.
-

Abuse and Neglect

In accordance with the procedures set forth in the Abused and Neglected Child Reporting Act, the Alsip Park District personnel, having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child, shall immediately report the matter to their supervisor. The proper authorities will then be notified.

Health and Illness Policy

It is the responsibility of the parent or guardian to notify and inform camp staff of any medical condition, special need, or disability that may require special consideration by the staff. Our goal is to serve you in the most effective way possible. Your confidentiality will be respected.

For the welfare of the children in the group, we ask that parents keep their child at home if he/she appears ill or has been ill during the night. If your child is out of summer camp for 3 or more days, due to illness/medical reasons, you will need to provide a doctor's note stating a clean bill of health, with a return date.

The Alsip Park District asks to be informed of the nature of any illness, especially when it is communicable to others. If at any time the staff feels that a child is too sick to remain in the program, the parent will be called. A parent, guardian or emergency contact must pick up the child within one hour of receiving the phone call. This policy is for the safety of all the children and staff.

Ill Child at Camp

If a child becomes ill at camp, parents/guardians will be notified and asked to pick up their child immediately. The ill child will be removed from the activity area, made to feel comfortable, and isolated with a staff member until picked-up. A child sent home from camp due to illness/medical reason may not be permitted back to camp without a doctor's note certifying they are able to return to camp.

- A child will be sent home if any of the following conditions are apparent:
 - A temperature of 100 degrees or more within 24 hours.
 - Vomiting or diarrhea.
 - Rash (if cause is unknown).
 - Suspected communicable disease.
 - Severe cold with fever, coughing, unclear mucus.
 - Bronchitis or other throat infections, such as strep.
 - Nits or lice.

Ill Child at Camp Continued

Parents are asked to please notify us within 24 hours if their child has a communicable disease, such as chicken pox, strep throat, or lice, so that we can inform other parents and staff (the name of the child will not be disclosed). Call the camp office at 708-389-1003 ext. 319. The child is welcomed back to the program with a note from the doctor with the date listed that they could return.

The program will always try to provide a safe environment for the campers, but occasionally, campers are hurt or injured in play. If such an event occurs, the following procedure will be followed:

- Medical paramedics will be called to handle any serious accidents.
- A call will be made to the parent/guardian. If they cannot be reached, we will contact the emergency numbers provided.
- If the participant needs medical care, in most cases we will accompany them to the nearest facility.
- The parent/guardian must meet us at the medical facility as soon as possible.

Medication Policy

If your child is required to take any type of medication during the summer day camp program, you will need to sign the Medical Waiver and provide all the medication information listed under "Medication & treatments" on your child's EPact profile. By filling out and signing this form you are allowing our staff to dispense the medication to your child. All medication needs to be in the correct container with the prescription on the bottle with child's name and may not be expired or we will not be allowed to dispense the medication. If your child has asthma or severe allergies, we require that the summer day camp program has an inhaler or EPI Pen on site that the staff will carry with them if the child needs it. Please send the inhaler in the original box or a baggy with the child's name labeled on it.

Swimming

Swim days are open water play and not organized lessons. Please inform your child's Site Leader if your child has any swimming difficulties. Please send your child with the appropriate sunscreen daily, preferably spray sunscreen if you are requesting that staff helps your child apply (which is indicated on your EPact account).

What should I send my child with on swimming days?

- All personal items should be marked with your child's name. Swimsuit (must be a swimsuit material), towel, goggles, sunscreen (spray kind if your child needs assistance with applying). PLEASE HAVE YOUR CHILD WEAR THEIR SWIM GEAR UNDER THEIR CLOTHES ON THE DAY OF THEIR SWIM DAY.

Can my child wear a life jacket?

- Only coast guard approved life jackets are allowed at the pool. However, your child will not be able to wear them during swim testing.

Can my child wear goggles?

- You may only wear goggles at the pool. Masks (goggles that cover the nose) are not allowed to be worn at the pool. Please note that goggles are not allowed to be used on slides or diving boards.

Are the campers allowed at the concession stand?

- No, the concessions will not be open during the hours we are at the pool.

What if there is inclement weather?

- Campers will be walking to Aquatic Park unless the heat index is over 94 degrees, and staff deem it unsafe for the campers to walk/to from the pool due to extreme heat temperature. If it starts raining while the campers are at the pool, they will be moved indoors and APD staff will drive campers back in recreation vehicles.

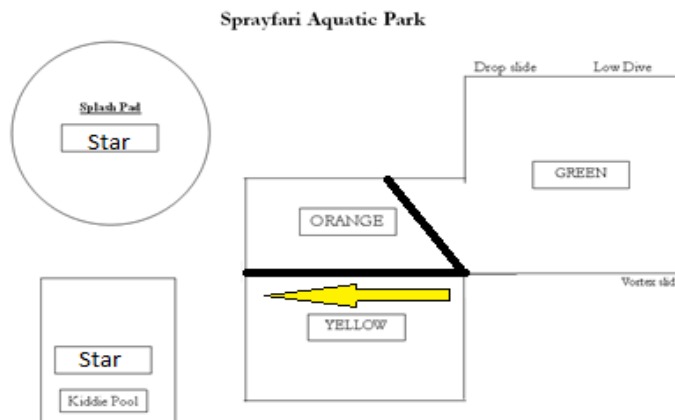
Can my child walk home from the pool?

- Campers can walk home from the pool if they are marked as a walker on ePACT and the parent/guardian sends an e-mail to daycamp@alsipparks.org stating the child is allowed to leave early and from the pool. These campers will exit the Aquatic Park with camp and will then be released.

Swim Testing

At the start of each session each child will be swim tested. The swim test is done by the Sprayfari aquatic park lifeguards and are required to swim the width of the yellow section (see yellow) arrow without stopping or touching the bottom. A participant can only test once per session.

- If your child can pass the test, they will get a green wristband.
- If the child does not pass, they will be given a yellow wristband (for taller campers they will get an orange wristband). They may go only in the yellow/orange section of the pool and the splash pad and kiddie pool (if they are under 48").
- Your child can wear a coast guard approved life jacket if you choose to send it with them. The lifeguards will put a tag on the life jacket that should be on there all summer long, so they do not have to re-inspect the life jacket.
- *****IMPORANT FOR EXPLORERS GROUP*****



Explorers group will not be tested and will automatically be given a star wristband. This indicates they are only able to go in the kiddie pool or splash pad area. IF you wanted them to be tested, please change that in your ePACT form stating they are allowed to be tested.

Field Trips

The field trips will be listed on a calendar given to each parent in the Parent Orientation Packet. By signing the consent on EPact, you have given your child permission to attend all field trips.

What does my child wear on field trip days?

- Campers must wear their current Day Camp shirts for field trips. Campers who do not wear their current camp shirts will be given a camp shirt and will be billed \$10 for the shirt.

Do parents/guardians have to pay extra from field trips?

- No! Trip fees are included in the registration fee.

Can my child bring money for field trips?

- No. We will not be allowing campers to make any purchases or stores or concessions while we are on offsite field trips.

Does my child have to attend the field trip?

- Campers do not have to attend the field trips, but there will be NO Day Camp available on these days.

Can parents/guardians come with their child on the field trips?

- Parents/guardians may not accompany their camper on Alsip Park District summer camp trips. However, parents/guardians may arrive separately at field trip locations, if they wish, so long as the establishment is open to outside guests. Please know that all campers who arrive with the Alsip Park District summer camp will need to follow all camp rules and field trip guidelines and will not be allowed to alter field trip guidelines due to their parent/guardian being at the field trip location (i.e., if all campers need to eat in an established lunch area, your camper will need to eat with camp).

Can parents/guardian sign out their child while on a field trip?

- Any campers who are signed-out at the field trip location will need to exit the facility and re-enter with their parent/guardian. If you have any questions, please feel free to call the Alsip Park District summer camp phone at any time.

Walking trips

- Voyagers may occasionally plan a walking trip to nearby establishments (Gas N' Wash, McDonalds, Subway or Dairy Queen) where they would be able to purchase drinks/snacks. ONLY on those trips will those participants be allowed to bring money to camp. Please know that any money you send with your child is solely responsible of holding onto their money and how they spend it. Alsip Park District is not responsible for lost/stolen money.

Camp Shirts

Registration fees include one (1) T-shirt per camper for the summer. Additional T-shirts may be purchased for \$10.00 each. Please note: if your child requires a shirt in a size other than what has been ordered for their group, a fee will be charged. The current Alsip Park District Day Camp Shirts must be worn on field trip days.

Dress Code

What should my child wear to camp?

- Make sure your child wears gym shoes and wears comfortable, durable, play clothing appropriate for the weather conditions each day.
- Campers who are not wearing gym shoes will not be allowed to participate in activities that include running. Please have your camper wear gym shoes each day to camp.
- Clothing with alcohol, cigarette advertisements and/or explicit or profane messages will not be allowed at camp. Parents will be contacted and expected to pick up their child or bring a change of clothing. Additionally, parents may be contacted if their child is wearing revealing clothing.

What should my child wear on swim days?

- Please make sure your child has their swim gear on under their clothing on their swim days. Children will not change after swimming unless they are in post camp. Please make sure your child wears gym shoes on these days as well as we will be walking to/from the pool and participating in other activities that require gym shoes.

Let's Have A Great Summer!

Thank you for participating in our Alsip Park District program. We are looking forward to meeting new campers and visiting with returning campers from past summers. While this summer will look different when compared to years past, we will strive to provide fun and rewarding experiences for your child throughout the session. The Alsip Park District is sure to make this summer another memorable one for all the campers!

If you have any questions, please email me at rperkaus@alsiparks.org.

Sincerely,
Rebecca Perkaus
Recreation Supervisor