



Parent Manual

Summer 2024



Your Fun Destination!

😁 Camp Starts Monday, June 10th

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CAMP DESCRIPTIONS

Camp Mighty Munchkins: 4-5 Years Full Day

This camp is for kids who like ADVENTURE and FUN! We have a variety of activities planned for each themed week of camp. Some of the activities include crafts, games, music, story time, nature, drama, cooking, and special "in house" field trips! Each child is asked to bring lunch, morning and afternoon snacks, reusable water bottles with their name on them, sunscreen, and wear tennis shoes to camp every day. **Camp Mighty Munchkins is a peanut/nut free zone.** All campers will receive a T-shirt! We encourage campers to wear their camp shirts on in house field trip days. Children must be of age by the start of camp. The second child, in one family household, enrolled in Camp Mighty Munchkins, Camp Trailblazers, Camp Explorers, Camp Quest or Camp Apollo for the same session will receive a 10% discount. The same applies for the third child, etc. **There are absolutely no prorates or refunds for missed days.** Registration deadline is the Thursday before each camp session begins. There will be a \$10 late fee for registrations received after Thursday. A \$25 service fee will be deducted per participant for each week canceled. Camp Mighty Munchkins will meet at Gilbert Park, located at 41st Street. & Gilbert Avenue, Monday-Friday from 9am-3pm, with before and after care available for additional fees. Please contact Leanna Hartung with any inquiries.

Little Explorers: 4-5 Years Full Day Camp

This camp is for kids who like ADVENTURE and FUN! We have a variety of activities planned for each themed week of camp. Some of the activities include crafts, games, music, story time, nature, drama, cooking, and special "in house" field trips! Each child is asked to bring lunch, morning and afternoon snacks, reusable water bottles with their name on them, sunscreen, and wear tennis shoes to camp every day. **Camp Little Explorers is a peanut/nut free zone.** All campers will receive a T-shirt! We encourage campers to wear their camp shirts on in house field trip days. Children must be of age by the start of camp. The second child, in one family household, enrolled in Little Explorers, Camp Mighty Munchkins, Camp Quest, Camp Trailblazers, Camp Apollo for the same session will receive a 10% discount. The same applies for the third child, etc. **There are absolutely no prorates or refunds for missed days.** Registration deadline is the Thursday before each camp session begins. There will be a \$10 late fee for registrations received after Thursday. A \$25 service fee will be deducted per participant for each week canceled. Little Explorers will meet at Barnsdale Road School, located at 920 Barnsdale Rd, La Grange Park. Monday-Friday from 9am-3pm, with before and after care available for additional fees. Please contact Leanna Hartung with any inquiries.

Camp Quest: 8-9 Years Campers entering 3rd- 4th Grade Full Day Camp

This camp is an outdoor based camp with a focus on group games, arts and crafts, and individual and team sports. Each week will have a different theme, and each day will have a routine schedule of activities. Field trips and swimming are all included in the fee and the fun. The children will go on field trips on a school bus once a week on Wednesdays. Each child will receive a T-shirt to be worn on Wednesdays for the field trips. Thursday are swim days to the Forest Park pool. Campers are to bring lunch, reusable water bottles with their name on them, an afternoon snack, sunscreen, and wear tennis shoes to camp every day. **Camp Quest is a peanut/nut free zone.** The second child, in one family household, enrolled in Camp Quest, Camp Explorers, Camp Mighty Munchkins, Camp Trailblazers or Camp Apollo for the same week of camp will receive a 10% discount. The same applies for the third child, etc. **There are absolutely no prorates or refunds for missed days.** Registration deadline is the Thursday before each camp session begins. There will be a \$10 late fee for registrations received after Thursday. A \$25 service fee will be deducted per participant for each week canceled. Camp Quest will meet at Sedgwick Park, located at 10th Avenue and 48th Street, Monday-Friday from 9am-3pm, with before and after care available for additional fees. Please

contact Leanna Hartung with any inquiries.

Camp Trailblazers: 6-7 Years Campers entering 1st & 2nd grade Full Day

At Camp Trailblazers we foster an atmosphere that is encouraging for every camper. Daily activities include group activities, literacy time, crafts, sports, water games and more! Each week on Wednesdays we will head out on a field trip, take a dip in the Forest Park Pool on Thursdays and do it all with a fun weekly theme. Each registered camper will receive a T-shirt to wear on field trip days. Trailblazers should bring lunch, morning and afternoon snacks, water bottles with their name on them, sunscreen, and wear tennis shoes to camp each day. **Camp Trailblazers is a peanut/nut free zone.** The second child, in one family household, enrolled in Camp Trailblazers, Camp Quest, Camp Apollo, Little Explorers, or Camp Mighty Munchkins for the same week of camp will receive a 10% discount. The same applies for the third child, etc. **There are absolutely no prorated fees or refunds for missed days.** Registration deadline is the Thursday before each camp session begins. There will be a \$10 late fee for registrations received after Thursday. A \$25 service fee will be deducted per participant for each week canceled. Camp Trailblazers will meet at Forest Road School, 901 Forest Road, door #8 La Grange Park. Monday-Friday from 9am-3pm, with before and after care available for additional fees. Please contact Leanna Hartung with any inquiries.

Camp Apollo: 10-12 Years Campers entering 5th and 6th Grade Full Day

Camp Apollo is designed for our youth to grow, increase self-confidence, self-esteem, take risks, broaden their horizons, and discover new strengths, all while developing values, respect and forming new friendships along the way! Our summer plans include weekly themes, daily activities to coordinate with those themes, creative arts and crafts, games, camp songs, sports, healthy kids' activities (yoga, dance, aerobics) and water games. Field trips are on Wednesdays and swim days on Thursdays. Each camper will receive a T-shirt to wear on field trip days. Campers are to bring lunch, reusable water bottles with their name on them, afternoon snacks, sunscreen, and wear tennis shoes to camp each day. **Camp Apollo is a peanut/ nut free zone.** The second child, in one family household, enrolled in Camp Apollo, Camp Quest, Camp Trailblazers, Little Explorers, or Camp Mighty Munchkins for the same week of camp will receive a 10% discount. The same applies for the third child, etc. **There are absolutely no prorated fees or refunds for missed days.** Registration deadline is the Thursday before each camp session begins. There will be a \$10 late fee for registrations received after Thursday. A \$25 service fee will be deducted per participant for each week canceled. Camp Apollo will meet at Cossitt School 115 Cossitt Ave door #6 on Madison Street, La Grange. Monday-Friday from 9am-3pm, with before and after care available for additional fees. Please contact Leanna Hartung with any inquiries.

We look forward to spending the summer with your camper!

Administrative Staff

Kevin Miller – Email: kevinmiller@pdlg.org

Director of Recreation

Leanna Hartung – Email: leannahartung@pdlg.org

BASE & Camp Manager

Melissa Seaberg– Email : melissaseaberg@pdlg.org

BASE & Camp Supervisor

Linda Muth – Email: Lindamuth@pdlg.org

Camp Billing

REQUIRED CAMP FORMS & PHOTO

The following forms must be completed via ePACT

- ❑ Emergency & Permission Form (All Camps)
- ❑ Carpool /Pick Up Permission Form (All Camps)
- ❑ Child Photo Safety Form (All Camps)
- ❑ Day Camp Parent Manual Acknowledgement Form (All Camps)
- ❑ Permission to Dispense Medication (All Camps)
- ❑ Medication Dispensing Information Form (All Camps)
- ❑ Asthma Inhaler & Epi Pen Permission Form (All Camps)
- ❑ Transportation Permission Slip (Camp Apollo & Camp Quest)

CAMP GUIDELINES

Camp Philosophy

Park District of La Grange camps are structured and offer a fun and safe environment. Our objective is to provide enjoyable recreation and socialization for all campers. Camp is where children come to make new friends and discover the world around them. We offer a variety of games and activities that allow your children to interact with all campers. Our primary goal for the camp is to ensure all participants are having as much fun as possible while being safe.

Transportation

The Park District of La Grange does not provide transportation to camp or home at the end of the day. Transportation to and from camp is the responsibility of each parent / guardian. Field trip and swim day transportation is through a chartered bus company.

Counselors

We have several returning camp counselors and hire new counselors as needed each year. All counselors have completed a thorough background check and interview process with the Park District's administrative staff for the summer. Each counselor receives extensive training lead by the PDLG Recreation Department. Training consists of CPR/First Aid/AED training, and a Park District orientation day. Additionally, they are trained in leading and organizing games/activities/crafts, how to spot and respond to severe weather, how to manage camper behaviors, and most importantly, how to have fun while being safe!

Camper Expectations and Behavior Management Plan

Expectations for Campers

- ☐ Keep hands and feet to self.
- ☐ Talk to others (campers and staff) with respect.
- ☐ Listen attentively when spoken to.
- ☐ Treat all Park District material and property with care and respect.
- ☐ Be safe while having fun.

The following behaviors are unacceptable and will not be tolerated:

- ☐ Swearing/Foul Language
- ☐ Leaving group or camp without permission
- ☐ Hitting, biting or any other method of physical harm
- ☐ Stealing
- ☐ Destruction of property
- ☐ Bullying another camper
- ☐ In possession of/use of a weapon

PARK DISTRICT OF LA GRANGE ANTI-BULLYING CLAUSE

No person, including a District employee or agent, or participant, shall harass, intimidate, or bully a participant which is any gesture or written, verbal, graphic or physical act that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress which adversely affects the ability of an individual to participate in or benefit from any park district activity and may be motivated either by bias or prejudice based on any actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Such behavior may include but is not limited to: name-calling, using derogatory slurs, stalking, pushing, hitting, threatening or other physical or verbal conduct of a belittling or browbeating nature. Such behaviors are considered to be bullying or harassment whether they take place on PDLG property, at any PDLG sponsored function, or in a PDLG vehicle or at any time or place where a staff or participant's imminent safety or over-all well-being may be an issue.

Discipline Procedure

1. When a child has trouble following the expectations of the camp, Park District staff will verbally request that the behavior be discontinued. If behavior continues, staff will remove the child from the activity for "quiet time." "Quiet time" allows the child to reflect on his/her behavior and is given appropriate to the child's age, ability, and the severity of the inappropriate behavior. A parent will be notified at the end of the day by the Site Leader if a child required "quiet time" during camp that day. If a child is removed from the group 3 times in one day, a parent will be called immediately by an Administrative Supervisor and asked to remove the child from the camp for the remainder of the day. Park District staff will document all removals and phone calls to parents.
2. If a child has difficulty following camp expectations on a daily basis, a parent will be contacted by the Administrative Supervisor. Next, a meeting will be scheduled with the parent, child, camp staff, and Administrative Supervisor. A written report will be filed after this meeting by the Administrative Supervisor. It will state the unacceptable behaviors previously demonstrated by the child and expected changes for the next camp meeting date. It will also state that one additional incident of unacceptable behavior may result in the child's removal from the camp permanently or for a specific period of time. This report will be signed by a parent and camp staff. One copy remains at the Park District and the parent will retain another.
3. If a child continues to have difficulty following the camp's expectations and the above procedures have been followed, a parent will be contacted and immediately requested to remove the child from the camp for the designated period of time determined at the parent conference meeting.

*In extreme cases of unacceptable behavior that is physically or health related and threatening to other participants or staff or indirect violation of the COVID-19 guidelines and protocols, the Park District reserves the right to immediately remove a participant from a program. **There is a Zero Tolerance Policy for verbal threats or actions toward the physical well-being of other campers or staff. This behavior will result in the immediate dismissal of the camper.***

No refunds will be issued if your child has been removed from the program for disciplinary reasons.

ARRIVAL AND DEPARTURE FOR DAY CAMP

The following rules should be followed to ensure a safe and happy summer for camp participants.

1. Please have your child arrive **no earlier** than 10 minutes before camp begins and picked up promptly at the end time of camp. Camp will begin promptly at the designated times.
2. The Camp Site Leader will ask who you are dropping-off/picking-up and ask for your first and last name and relationship to the camper. The camper will be asked if they have their lunch, water bottle, snack, book, sunscreen, bug spray and are ready for a fun-filled day!
2. The Camp Site Leader will provide the parent with the tablet to electronically sign the child in and out each day.

2. Parents or designated adults named on the carpool form must electronically sign their children out at the end of the day.
3. Parents or designated adult is required to be on time for pick-up.

HEALTH & ABSENCES POLICY

If your child is experiencing any of the following symptoms, please keep them at home:

- Fever within the previous 24 hours
- Vomiting or diarrhea within the last 24 hours
- Constant/disruptive cough or heavy nasal discharge
- Additionally, if your child is in the first 48 hours of taking an antibiotic, please keep him or her at home.
- If your child displays any symptom of a possible communicable or contagious condition, such as COVID-19, chicken pox, measles, head lice, pink eye, etc. please notify your instructor as well as the camp supervisor immediately. For any condition of this type notices will be sent home to all program participants.

Please note: If the instructor sees that your child is experiencing any of the symptoms listed above, they will call the parent/guardian to pick up the child for the day. If you have any questions or concerns regarding this policy please feel free to contact Kevin Miller, Director of Recreation at (708) 352-1762 or via email kevinmiller@pdlg.org , Leanna Hartung, B.A.S.E & Camp Manager at (708) 352-1762 or via email at leannahartung@pdlg.org or Melissa Seaberg, B.A.S.E & Camp Supervisor (708) 352-1762 melissaseaberg@pdlg.org Our goal is to keep our participants & counselors healthy and happy.

LATE PICK UP POLICY

The Park District of La Grange staff will supervise children who are left beyond the scheduled time until a parent or authorized adult on the pick-up list arrives. However, late pick-ups will incur a fee. Payment of the late fee must be made at the Recreation Center, 536 East Avenue **BEFORE** your child(ren) can attend the next day of camp.

- ⌚ \$1.00 per minute per family

WALKING / BIKE RIDING PROCEDURES

These walking/biking procedures have been carefully adopted to protect your child's well-being and safety.

1. Children walking or riding a bike to camp should arrive at camp no earlier than 10 minutes before camp.
2. If your child is going to deviate from his/her normal schedule, please inform the counselors, in writing, prior to that day.
3. In order for your child to walk or bike to camp, a permission slip must be on file with the Camp Director and Administrative Supervisor.

WHAT TO WEAR

Campers should wear shorts, a t-shirt, socks, and gym shoes to camp unless the weather is cold and rainy. It is strongly recommended that gym shoes/athletic shoes be worn to camp each day. In case of inclement or cold weather please bring a sweatshirt and pants. All campers will receive a camp T-shirt. Campers are encouraged to wear their camp shirts.

ITEMS TO BRING TO CAMP EACH DAY

- ❑ Sack lunch and drink with their name on it; two snacks are also recommended for morning and afternoon breaks.
- ❑ Water Bottle (All Camps)
- ❑ Sunscreen and insect repellent (please label)
- ❑ Camp is a peanut/nut free zone

LOCATIONS

Camp Quest – Sedgwick Park Activity Building, 10th Avenue and 48th Street

Camp Mighty Munchkins – Gilbert Park Activity Building, 41st Street and Gilbert Avenue

Camp Trailblazers – Forest Road School, 901 Forest Road Door #8 La Grange Park

Camp Apollo – Cossitt School 115 Cossitt door #6 on Madison Street

Little Explorers – Barnsdale Road School 920 Barnsdale Rd. door #5 by the playground

ELECTRONIC DEVICES

The use of electronic devices (cell phones, iPods/iPads, Nintendo DS, etc.) will not be allowed during regular camp hours and before and after care. The Park District of La Grange and its staff will not be held responsible if these items, or any other personal items that are brought to camp, are lost, stolen or damaged. If you need to reach your child for any reason during the camp day you can call the Camp Manager or Camp Site Lead and we will relay a message to your child.

PAYMENT PLANS

Patrons may pay camp fees in full at the time of registration or take advantage of our deposit option payment plan. Patrons may pay a \$25 deposit per child for each week of camp, which will hold their spot for the regular camp hours (9am-3pm) and before/after care. A credit/debit card must be provided at the time of registration for auto debit billing. Camp balances will be auto debited on the Monday two weeks prior to the start date of the week of camp. The payment plan is available to patrons that sign up for camp no later than May 21st but is not available with online registration.

REGISTRATION

A \$50.00 enrollment fee per child is required when registering for the summer day camp. A \$25 deposit for each week can be paid to hold your spot. Parent/guardian must provide a credit/debit card at the time of registration, allowing PDLG to auto-debit their card for each week's balance on the Monday two weeks prior to each week of camp. The second child, in one family household, enrolled in Camp Mighty Munchkins, Camp Little Explorers, Camp Trailblazers, Camp Quest, & Camp Apollo for the same session will receive a 10% discount. The same applies for the third child, etc. There are absolutely no prorates or refunds for missed days. Refund requests will be processed at 100% of the regular session fee if requested prior to June 1st for any sessions of camp. Refunds requested after June 1st for Camp Sessions 1-3 will be refunded at 50% of the regular session fee. Refund requests for camp session 4 through 8 will be refunded at 100% of the regular session fee prior to July 1st. Any refund requests made after July 1st will be refunded at 50% of the regular session fee.

REGISTRATION DEADLINE

The registration deadline for each camp session is the Thursday BEFORE each camp session begins. There will be a \$10 late fee for registrations received after Thursday. Please note that camp site staff cannot accept registrations and/or payments. All registrations and inquiries in regards to registrations must be made at the Recreation Center office.

We appreciate your cooperation with these guidelines. We want your child to have a fun, safe and memorable experience this summer participating in the Park District of La Grange day camps!