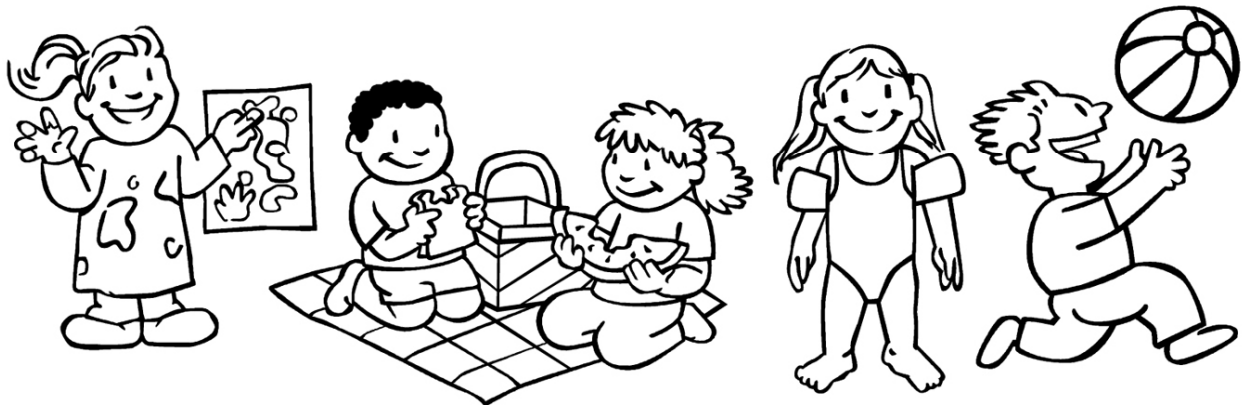


CAMP LOL



Naperville Park District™

2010 Parent Handbook

Naperville Park District
Administrative Building
320 West Jackson Avenue
Naperville, IL 60540
630-848-5000

**Camp LOL – south side
Frontier Park
3380 Cedar Glade Dr.
Naperville, IL 60564**

**Camp LOL – north side
Knoch Park (south)
812 S. West St.
Naperville, IL 60540**



Summer 2010

Hello Parents and Campers,

I would like to welcome you to Naperville Park District's Camp LOL. Thank you for choosing to spend your summer with us. Children will enjoy outside events in the park, venture on a variety of field trips, part take in arts and crafts, games, sports, swimming and much more. During the course of your child's stay at camp, different weekly activities will be planned, but may change due to the weather or the campers' desires. The Naperville Park District is looking forward to a safe and fun summer, so I would appreciate you reviewing with your child, the following procedures and rules for Camp LOL.

Please join us for our Parent Meeting on Wed., June 2nd from 7-8pm at the South Maintenance Facility located at Frontier Park, 3415 Book Road.

Also, a participant information form is included in the back of this handbook. This form needs to be filled out and handed in at the Administrative Office at 320 W. Jackson Avenue or the South Maintenance Facility at 3415 Book Road, Naperville by Wed., June 2nd.

If you have any questions or concerns about camp, please contact me at bjohnson@napervilleparks.org or 630-848-3539. Thank you for your interest and taking time to participate in a Naperville Park District program, where the benefits are endless!

Sincerely,

Beth Johnson, CPRP
Program Manager

Frontier Park Amenities

- 3 Softball Fields
- 3 Pavilions
- 3 Restrooms Facilities with water fountains
- 2 Playgrounds
- 1 Skate Park
- Basketball Courts
- Bocce ball Courts
- A small Amphitheater

Knoch Park Amenities

- * 4 Softball Fields
- * 1 Pavilion
- * 1 Restroom Facility with water fountains
- * 1 Playground
- * 7 Baseball Fields
- * 8 Tennis Courts

Arrival and Departure

For those who will be dropping off children at camp, we ask that all rules be followed in order to ensure a safe and happy summer. **Camp begins at 8 a.m. and ends at 5pm with the option of an early pickup at 3 p.m. except on Thursday field trip days.**

Please have your child arrive absolutely no earlier than 8 a.m. **Camp check in will begin promptly at 8 a.m.** (Staff arrives at 7:45 a.m. but that time is needed for staff to prepare adequately for the day ahead.) Upon arrival, accompany your child to sign in. Check in at Frontier is located under the pavilion next to the parking lot off of Cedar Glade Dr. Check in at Knoch is located under the pavilion next to the parking lot off of West St. **DO NOT** drop your child off in the parking lot at either site.

- Parents must sign their children out by 5 p.m. each day.
- Announcements will be relayed by the staff, to the campers at this time. It is important to be on time. Camp staff has other responsibilities and a schedule to keep.
- At pick up and drop off times, there will be a lot of pedestrians and vehicles in the parking lot. Please remember to reduce your speed, so as to ensure the safety of everyone involved.

Walking/Bike Riding Procedures

Children walking or riding a bike to camp should arrive at camp no earlier than 8 a.m. They should report to Frontier Park, 3380 Cedar Glade Dr. or Knoch Park, 812 West St., Naperville. If your child is going to deviate from his/her normal schedule, please inform the counselors prior to that day. These walking/bike riding procedures have been carefully adopted to protect your child's well being and safety.

Attendance

If your child will not be attending camp on a particular day, please notify staff ahead of time with a note. If the absence is that day then please call the camp cell phone by 8:30 a.m. At 8:30 am counselors will call the parents of campers who have not arrived at camp. **The Frontier Park on-site cell phone number is 630-335-4958. The Knoch Park on-site cell phone number is 630-303-0322.** Please also call the camp cell phone number if you need to get in contact with the Director during the camp day. You may also make contact with the NPD at 630-848-3539 to relay any message to camp staff.

What to Wear

We recommend play clothes and tennis shoes. Do not send your child in new clothes or sandals. Mornings can be cool, so bring a sweatshirt or jacket to camp each day. Be sure to label everything! All campers will receive a camp T-shirt, which MUST be worn on each Thursday field trips.

What to Bring to Camp Each Day – please mark your name on everything

- Sack lunch and drink, two snacks are also recommended for morning and afternoon breaks. Please be sure the food will not spoil easily in the heat. There is NO refrigerator available at either camp location, please pack lunches with a cold pack if needed. A small soft sided cooler bag for lunch is strongly recommended. Freezing juice boxes overnight and using as ice packs for lunches works well.
- A water bottle (an inexpensive one) with water in it.
- Swim suit and towel.
- Sun screen and insect repellent (if necessary). Please apply this to your child before camp each day.
- Sweatshirt or jacket.
- A book to read during down time.
- Extra change of clothes.
- Backpack to keep belongings in.
- All other personal belongings should remain at home, unless specifically needed at camp.

What NOT to Bring to Camp

Please do not send the following items to camp with your children. If any camp staff member discovers them, the items will be given to the camp director for the remainder of the day.

- No electronic equipment (cell phones, ipods and game devices, etc.)
- No personal possessions from home (toys, action figures, trading cards, etc.)
- No sports equipment unless specified by camp staff

Camp Cell Phone Policy

Campers are not allowed to bring cell phones to camp. Any cell phones that are discovered during the camp day will be removed from the camper's possession and returned to the parent at the end of the day. Campers are subject to disciplinary steps for violation of this policy.

Swimming/Tuesdays and Fridays

Swimming will be offered twice a week on Tuesdays and Fridays at Centennial Beach. At the Frontier location the children will be transported by school bus to the Beach and the Knoch Park location will walk to the Beach on swim days. Please send your child with a swimsuit, towel, and sunscreen to camp on your child's swim day. Sunscreen should be applied before your child comes to camp. No official swim instruction is provided, but the lifeguards and camp counselors will supervise the campers while at the swimming locations. For the children wanting to swim in the deep end, they need to pass a deep water test with the lifeguards at Centennial Beach. Children can bring money for concession but the staff is not responsible for it.

Wednesday Morning Movie Series

Wednesday mornings are movie days for camp at Ogden 6 Theatre. Campers will receive a Kiddie Combo which includes a child-size popcorn, soft drink and treat. Children can bring money for concession but the staff is not responsible for it. Please pick up the separate hand out listing the trip dates, locations, etc.

Thursday Field Trips

Camp participants will travel on a wide variety of field trips. Children can bring money for concession but the staff is not responsible for it. Please pick up the separate hand out listing the trip dates, locations, etc.

Field Trips Rules

- Children will ride on a school bus to and from the field trips. All children attending camp that day will go on the trip. If you don't want your child going on the trip, your child will not attend camp that day.
- To ensure an enjoyable time, it is important that campers follow field trip rules. If a camper continues to disobey the rules on trips, they will not be able to attend camp on field trip days.
 - Follow the Camp Code of Conduct, including following the bus rules
 - Don't forget to send a lunch when necessary with your child.
Purchasing a lunch/concessions are not always available at field trip locations. (Please note that some trips the lunch is provided.)
 - Stay with your group and group leader.
 - Always keep track of your partner.
 - Listen to your counselor.
 - Wear your Naperville Park District Camp LOL T-shirt on ALL Thursday field trips.
 - Follow the rules of the place we are visiting.
 - DO NOT TALK TO STRANGERS.

Fridays for Lunch

On Fridays, we will provide a hot dogs, chips and lemonade lunch. The Park District will supply hot dogs, buns, ketchup, mustard, chips and lemonade. (If your child does not wish to participate in this lunch then they will need to bring a lunch from home each Friday.)

Groups

To ensure that all campers are developing peer relationships and are participating in age appropriate activities, the camp participant will be divided into two groups, one group will be made up of the 1-3 graders and the other group will be made up of the 4-5 graders.

Rainy Days

When unsure of the weather in the morning, before dropping your child off at camp, please make sure to check the website at www.napervilleparks.org and click on **Rainout, Cancellations and Winter Activity Status**. It is located in the top left corner of the home page. (It has a small triangle shaped caution sign with an exclamation mark on it.) The post on the website will be made by 7:15 a.m. If nothing is posted by 7:15 a.m. then camp is to meet at their regular outside park pavilion location.

Frontier: Days when the weather is inclement, camp will move inside to the **Gold Campus at Neuqua Valley High School. Camp will enter through door #14 and go to room H121, the Auxiliary Gym.** (It will be on the right hand side of the hall.)

Knoch: Days when the weather is inclement, camp will move inside to the **Barn Recreation Center. Camp will enter through the main door and go to room C and/or room D.** (Room C is on the right hand side of the hall and room D will be at the top of the staircase.)

Children Must Be Fever Free for 24 Hours Before Retuning to Camp

If any child becomes ill at camp:

- The parent/guardian will be notified at once to pick up the child.
- If the parent/guardian cannot be reached, the emergency names will be contacted.
- If the child is well enough to attend camp they will be expected to be outside with the rest of the camp.

Injuries

While your child is at camp, any minor injury (bumps, bruises, cuts, scratches etc.) The staff will administer first aide. The parent/guardian will be informed of the injury at the time of pick up. If a serious injury occurs, the parent/guardian will be contacted immediately. A staff person will remain with the child until the parent arrives.

For an injury or illness that requires emergency medical attention:

- 911 will be called and the child will be taken by ambulance to the nearest hospital for treatment.
- Parent/Guardian will be contacted immediately.
- If the parent/guardian cannot be reached, the emergency names will be contacted.
- A staff member will accompany the child.

Medication

Medication will be administered by assigned staff and only under the following conditions:

- The medication must be in its original container.
- The label must bear the child's name, directions for administering the medication, dosage, and doctor's name.
- A medication form must be completed and signed by the parent/guardian before the medication can be administered. See your Camp Director for a medication form.
- Non-prescription medication may not be given unless accompanied by a doctor's note.
- Inhalers should be kept with child at all times and can be administered by the child. Please make sure inhalers are properly labeled.
- Severe allergy medication such as epipens will be kept with the child's camp counselor while they are at camp.
- All other medication is kept with the Camp Director in a locked container.

Food Allergies at Camp

Given the rise in childhood food allergies in recent years, the Naperville Park District is dedicated and committed to providing a safe environment for all children. Please note any severe food allergies on our camper registration form. Please contact the Camp Director to discuss your child's personal needs. We will be happy to work with you to provide reasonable accommodations that will make your child's camp experience as safe as it can be.

Camp Code of Conduct

In keeping with our program goals, we encourage fun for all of our participants. However, certain rules are necessary to ensure everyone's safety and enjoyment. Participants are expected to:

- Show respect for all participants and staff.
- Refrain from using foul language.
- Refrain from causing bodily harm to other participants or staff.
- Show respect for equipment, supplies and facilities.
- Follow proper bus rules including:
 - Remains seated while bus is moving
 - Keep hands, arms legs and hear inside the bus at all times
 - Refrain from throwing objects in or out of the bus
 - Be absolutely quiet when approaching railroad crossings
 - Assist in keeping the bus safe and sanitary at all times
 - Do not yell as it will distract the driver
 - Listen to the counselors at all times
 - Wait until the bus has stopped completely to get on or off

Discipline

As with any large group of children, discipline must be reinforced by camp staff and also the parents. We ask that you, as parents, please go over this information with your child so they are aware of the consequences of poor behavior. Below is a list of common behavior problems that WILL NOT be tolerated at camp:

- Endangering the health and safety of the children and /or staff.
- Theft or damage to NPD camp facilities, or personal property.
- Leaving the program area without permission (if a parent cannot be reached in this situation, the police may be contacted).
- Continuous disruption of the program
- Lewd or obscene behavior.
- Pulling fire alarms or dialing 911 without cause.

When a child does not follow the behavior guidelines, the following steps will be taken:

- Staff will redirect the child to more appropriate behavior.
- The child will be reminded of the behavior guidelines and rules and a discussion will take place.
- The staff will document the situation on a behavior or incident report.
- The staff will notify the parent about the situation upon pick-up.
- If the problem persists, a conference may occur with the parent, child, staff, and program director.
- If the problem continues the child may be suspended or expelled from our program.

Dismissal Policy

The Naperville Park District tries to meet the needs of each child enrolled in our program. We will make every effort to communicate and work with parents if there are concerns. However, the Naperville Park District reserves the right to terminate enrollment of any child. The decision to terminate child's enrollment may fall into different categories:

- If it is decided that the placement of a child is inappropriate and/or not in the best interest of the child.
- The Naperville Park District staff and the parent/guardian are not able to come to a mutually acceptable course of action after identifying and processing concern.
- A parent/guardian fails to meet their obligation.
- Any type of physical or verbal abuse of children, other parent or staff by the parent/guardian. Confrontation with other children at the program is also not acceptable.

We hope that by our staff communicating with the parents, it will deter any behavior that may be inappropriate. Every child is entitled to a safe, fun, and pleasant environment at camp. We feel it is very important that parents take an active role in working with the staff in making the summer enjoyable for all campers. If you have any questions or concerns, **please contact Beth Johnson, Program Manager at the park district office at 630-848-3539.**