



Hampshire Township Park District Summer Camp Parent Handbook 2024



Summer Camp Recreation Manager: Kim Johnson

 224-365-9354

 847-683-2690

 etc@hampshireparkdistrict.org

Arrival

Morning drop off is at 8:00 AM at 390 South Ave. (Community Room) and pick up is no later than 4:00 PM at either 390 South Ave. or the Seyller Park playground. Pick up other than these times must be pre-arranged, as children will not always be in the Community Room or at Seyller Park Playground for pickup if weather permits.

Sign In/Sign Out

When you pick up or drop off, you must scan the QR code on the door nearest the basketball/tennis court and sign your child in or out using the Brightwheel app. The staff will not dismiss a child without a parent/guardian checking out a child out. A picture ID must be shown when anyone other than the parent/guardian is picking up a child. The name on the ID must correspond with a name on the *Registration Form*; if the names do not match the child will not be dismissed and the parent/guardian will be notified. If a parent/legal guardian is restricted from picking up your child, please provide the Court Order (Order of Protection), to the ETC Recreation Manager. Any other person picking up your child other than an alternate as noted on the registration form requires a written message via Brightwheel (preferred) or email to etc@hampshireparkdistrict.org. Staff will then note that your child was checked out but a digital signature will not be available.

Late Pick Up

In the event you are running late for pick up, it is suggested that you have alternate pick up arrangements. The Summer Camp Recreation Manager must be notified as soon as you know you will be late. The staff will make three attempts to contact the parent/parents. If we are unable to contact a parent, we will contact any alternate pick up listed on your child/children's *Registration Form*. If the child is not picked up 15 minutes after program dismissal and the staff fails to hear from a parent/guardian or authorized pick up, we will seek the assistance of the local police department.

Late Pick Up Payment

A Late Pick Up Fee of \$15 will be charged beginning 4:05 PM. Beginning 4:15 PM, a fee of \$1 per minute, per child, will be charged. The Late Pick Up Fee payment is due no later than the next business day after which the late pick up occurs. The parent/guardian will be asked to sign the *Late Pick Up Agreement Form* and pay the totaled Late Pick Up Fee. If a child is picked up late 3 times, they may be removed from the program.

Absences

If your child will be absent, leaving early, or arriving late, please send an email to the Summer Camp Recreation Manager or send a message on Brightwheel. If an emergency arises, notify us by phone.

Refunds will not be given for missed day of camp

Off Site Field Trips and Pool Trips

No child will be allowed to participate in the off-site field trips or the pool trips without the signed waivers submitted to the Hampshire Township Park District.

ADA Compliance/Special Needs

The Hampshire Township Park District complies with the Americans with Disabilities Act by making reasonable accommodations for children with disabilities. The Hampshire Township Park District also belongs to the Northern Illinois Special Recreation Association (NISRA) to help make reasonable accommodations for children with special needs. If an Inclusion Aide is required, the Inclusion Aide must

be present for the child to participate in the Summer Camp Program. To qualify for an Inclusion Aide, the student must be evaluated by NISRA. It is the parent's responsibility to notify the Summer Camp Recreation Manager if special services or accommodations are requested. All accommodation requests must be submitted at least 1 month prior to the start of a program and will be assessed on an individual basis

Electronic Devices

The Hampshire Township Park District Summer FUN Camp is an 'electronic free zone'. Cell phones must remain in the child's backpack and must be put on silent mode. Children may not listen to music, play games, take videos/pictures, etc.. Smart watches are not recommended to be worn at camp, as staff cannot remind children to remove their watch before beginning water activities. If a parent insists that their child wear a smart watch, the watch must be put on silent mode. No games or music are to be played on the smart watch. Nintendo DS, PSP, Nintendo Switches, etc. are not allowed at camp. The Hampshire Township Park District is not responsible for any lost or damaged personal property.

Parent Communication

Most concerns may be dealt with at the time of your child's pick up or drop off. However, feel free to make special arrangements with the Summer Camp Recreation Manager to discuss any concerns you may have. Brightwheel will be the main communication source of weekly summer camp updates, field trip pictures, etc.. Be sure your message notifications are turned on!

Illnesses

If a child has a temperature of 99.8 or above, vomiting, and/or diarrhea, they will NOT be permitted to attend the Hampshire Township Park District Summer Camp Program.

If a child becomes ill at Summer FUN Camp, parents/guardians will be notified and asked to pick-up their child immediately. **THE CHILD MUST BE PICKED UP WITHIN 20 MINUTES OF BEING NOTIFIED.** Prior to pick-up, the ill child will be removed from the activity area, made to feel comfortable, and isolated with a staff member until pick-up. A child sent home from Summer FUN Camp due to illness will not be permitted back into the program without being fever free, and no vomiting or diarrhea for 24 hours or a doctor's note certifying that they are able to return. If your child has lice, please do not send your child to Summer FUN Camp until after the first treatment.

If your child gets sick while we are on a field trip, pickup may require traveling to the site location to pick up your child.

Injuries

(Summer Camp staff is CPR trained & certified)

If your child is injured while in our care and requires more than basic first aid, the following steps will be taken:

1. We will call 911. The injured child will be transported by ambulance to the local hospital or emergency center. A Park District staff member will meet the parent/guardian at the hospital. **
2. We will attempt to contact the parent/guardian. If a parent/guardian is not available, we will then attempt to contact the alternate contact(s). It is the parent's responsibility to notify the Summer Camp Recreation Manager with any informational changes to keep paperwork current.

***You will be responsible for the emergency medical charges upon receipt of the statement. Your authorization for the program staff to ensure emergency medical care for your child and your commitment for payment is part of your registration agreement. A staff member will remain with your child at all times until a parent/guardian arrives.*

Medication

Please note that a separate *Asthma Action Plan*, *Allergy/Food Action Plan* and *Inhaler or Auto Injector Plan* must be submitted prior to the start of camp should your child require such as indicated on the *Registration Form*. If they will be taking any medication during their time at camp, please request a *Medical Dispensing Form* from the Summer Camp Recreation Manager. All medication must be given to program staff in individual dosage containers, clearly labeled envelopes, or in original prescription bottles with full instructions. No medication will be given unless the proper forms are completed.

Lunches/Snacks/Water Bottles

All children bring a sack lunch, a refillable water bottle, a morning snack, and an afternoon snack every day. Field trip days typically include a lunch & drink but a snack should still be sent with your child. We will communicate via Brightwheel if our field trip is/isn't including a lunch and what the lunch will be. A refillable water bottle is required daily.

Sunscreen/Insect Repellent

Each child is responsible for bringing and applying their own sunscreen and bug spray. See *Additional Information Checklist Form* if your child will need assistance with reapplying sunscreen/bug spray.

Clothing

We strongly encourage your child to wear or bring appropriate shoes to play in, preferably gym shoes and water shoes must be worn at splash pads, waterparks, and when on blacktop during water play. If your child is wearing flip-flops, your child may not be able to participate in the activity. Please also have your child bring a swimsuit and towel daily as we will travel to a splash pad or have water activities as weather permits. Socks should also be packed daily in case of inclement weather days.

Your child will primarily be outside, so make sure your child is dressed appropriately. This means to wear something comfortable and that you don't mind them getting dirty.

On field trip days, your child will be required to wear the t-shirt provided to you by the Hampshire Township Park District. This will identify your child as one of our camp participants. Please have the shirt washed on the weekend and have your child bring it every Monday to camp so they can change and wear it on Wednesday and no one forgets their shirt!

Refunds/Withdrawals

In order to receive a full refund, notification to withdraw from a camp must be received 2 weeks prior to the start of camp and the refund will be the camp cost minus the \$50 deposit. Refunds will not be issued for camp days that participants are unable to attend.

- No refunds will be issued after the start of each camp session unless accompanied by a medical note.
- No refunds or credits will be given for days your child does not attend camp.
- We are unable to prorate fees for days missed due to illness, vacation, holidays or behavior suspensions.

*Withdrawals/Refunds will not be issued after the camp has been completed

Behavior Management Policy

Every child is expected to use appropriate language towards other program participants and the staff. There will be no hitting, biting, fighting, swearing, spitting or kicking. Children must listen to and respect the Extended Care staff at all times. If a child is suspended from school they will also be suspended from the Extended Care Program. Minor behavior challenges will result in a verbal warning where a parent/guardian must initial in recognition of the behavior. After 3 verbal warnings of the same behavior, a written warning will occur. Major behavior challenges will result in a written warning. A parent/guardian will be required to sign the write-up and a copy will be given to the parent/guardian. After 3 write-ups, the child may be suspended or dismissed from the Extended Care Program.

Anti-Bullying Policy

The Hampshire Township Park District will NOT tolerate bullying in our programs! If a participant in our Extended Care Program intimidates other participants in such a way that they feel threatened at any time, immediate dismissal from our program may result.

Harassment and intimidation are serious, as will not be tolerated. Bullying acts include; verbal conduct that creates a hostile environment by substantially interfering with a participant's opportunities, or with a participant's physical or physiological well-being. Bullying can also be motivated by a perceived personal characteristic such as race, national origin, gender identity, religion, disability, or is threatening and seriously intimidating. Please report alleged bullying incidents that occur immediately to the ETC Recreation Manager, Kim Johnson. She may be reached at 847-683-2690 or cell 224-365-9354 or etc@hampshireparkdistrict.org.

Immediate Dismissal

The Hampshire Township Park District reserves the right to dismiss a participant (without any previous warning) whose behavior endangers the safety of oneself or others.

1. Any child who harms oneself or another child including but not limited to **physical and/or verbal abuse** will be removed from the program. **No exceptions will be made.**
2. Any child who runs away from the staff and/or the Extended Care site will be removed from the Extended Care Program. If the child leaves the site and the staff cannot convince the child to return, the police will be called. The staff is not permitted to leave the site.
3. Any child, who physically abuses any Hampshire Township Park District staff member, will be immediately dropped from the program. **No exceptions will be made.**
4. Any child who brings a weapon to Extended Care (consistent with all school rules).
5. A child may be suspended immediately, without previous written notice for a serious offense.
6. Child must be able to maintain personal hygiene: washing hands, and applying hand sanitizer.
7. Child should be able to use the bathroom facilities independently.

Physical violence is NOT tolerated in the program.

Payments

Summer FUN Camp fees are as follows:

- A \$50 nonrefundable deposit (per week, per child) is required to hold your child's place in camp. This will be deducted from the balance due.
- Camp fees, or the balance of camp fees, are due the Thursday before camp begins.
- A credit or debit card must be on file for camp fees which will be billed the Thursday before camp begins.

- No rates are provided for less than 5 days.

Attendance

If your child is ill or will be unable to attend, please send a message on Brightwheel, email the Summer Camp Recreation Manger at etc@hampshireparkdistrict.org or call our office at 847-683-2690. If your child will arrive late, please follow the same procedure above. Staff cannot guarantee that the camp staff will be available to meet your child at the morning drop off location, and you might be required to bring your child to the staff's location if you do not arrive by 8:30 a.m..