



Mt. Prospect Park District

Sunsational Preschool Camp 2021 Parent Handbook

UPDATED March 2021

Welcome and thank you for choosing the Mt. Prospect Park District 2021 Sunsational Preschool Camp program! Your camper is about to begin a safe program that will be filled with fun in a friendly environment. Periodically, additional information may either be sent home with your child or sent through email. Please pay close attention to distributed information. It is important that you are aware of any changes.

Our goals for Camp are:

- To provide every camper with a safe, fun, and memorable camp experience that helps develop a sense of self-respect, self-confidence, respect for others, cooperation, a sense of accomplishment, sportsmanship, and an appreciation of nature.
- To provide opportunities for campers to develop emerging social, cognitive, and self-help skills by giving the campers an opportunity to establish relationships with others, make choices, and be able to accept the outcome of their choices. Campers will explore, create and express themselves at their own levels.
- To provide for the physical and emotional well-being of each camper by creating an atmosphere of warmth, safety, and acceptance and to provide an environment that is stimulating and allows the camper to feel a sense of belonging.
- To maintain the high quality of the day camp program through excellent instruction in activities, a mixture of traditional and innovative programming, the teaching of fun games, an emphasis on appreciation of the environment and an emphasis on camper growth.

Please review this parent handbook with your child. This information should provide answers to any questions you have about day camp. A Parent Waiver for each camper must be completed and submitted prior or on the first day of camp. Waiver is located at www.mppd.org/camps

If you need additional information please feel free to contact **847-640-1000 x210**

Kristina Winans, Early Childhood and Youth Coordinator: kwinans@mppd.org

• What to bring to camp – Please label all Personal Items

Daily Checklist:

- Personal Backpack with camper supplies (markers, crayons, scissors, glue stick, lunch/snack, water bottle, sunscreen)
- Mask (and extra masks)
- Water Bottle
- Snack (peanut free)
- Sunscreen (We recommend spray sunscreen as well as the face stick sunscreen)
- Hat (optional)
- Smile!

• Proper Camp Clothing

Campers should be dressed in comfortable play clothes and prepared for anticipated weather and activities. Children should wear clothes that can get soiled because daily activities involve playing in the grass, running, painting and other potentially messy media. **Proper footwear is required.** Gym shoes or rubber-soled shoes are a must. Sandals, thongs, plastic jelly shoes, crocs, or bare feet are not considered proper footwear.

Please have your child's belongings **clearly labeled** with his/her name

• Camper's Personal Belongings

It is recommended that campers do not bring valuable items to camp, especially toys, trading cards, money & electronics. The Mt. Prospect Park District and its employees are **NOT** responsible for your child's personal belongings.

The Mt. Prospect Park District will not accept responsibility for reimbursing any loss.

• Snack / Water Bottle

Provide your camper(s) with a separate, peanut free snack. Make sure to label the snack with your child's first and last name. Please also bring a labeled water bottle.

• Sunscreen

The Mt. Prospect Park District does not provide sunscreen, nor does the staff apply sunscreen to the campers. It is your responsibility to apply sunscreen on your child **prior** to camp and to educate your child on how to apply sunscreen. Please provide your child with labeled sunscreen **EACH DAY**. Sharing sunscreen is not permitted. Please provide your camper with his/her own bottle. **Check your child's sunscreen throughout the summer to see if they are running low and replace as needed.** Spray sunscreen and well as a face stick are recommended.

• Drop off / Pick Up Procedures

Drop off will be indoors at the Central Community Center. Camp staff will sign your camper in upon arrival, and sign them out at dismissal. **No refunds or make up day(s) for day(s) absent.** An Identification Card must be presented at pick up, until the staff becomes familiar with the families.

Campers must be picked up by their designated end time. There will be a \$1.00 late fee per child for every minute late. Any camper that has not been picked up, and no authorized individuals can be reached, will then be transferred to the care of the Mount Prospect Police Department.

• Illness/Accidents at Camp

Please keep all sick children home from camp and report any illness to Kristina Winans.

If your child is diagnosed with COVID-19, has been exposed to a positive patient, or is waiting on a test result, please make sure to notify Kristina Winans ASAP at kwinans@mppd.org. The district will confidentially notify the other camp families and staff that a case of COVID-19 has been reported.

If your child has a contagious illness; such as head lice, strep throat, pink eye, running a fever, or vomiting this information will be anonymously shared with other camp families. An ill child must be symptom free for 24 hours before returning to camp (i.e. no symptoms for **at least 24 hours**).

We take the sickness of each camper very seriously. If your child becomes sick at camp (i.e. vomiting, fever, diarrhea, etc.) camp staff will contact the parent/guardian or an emergency contact immediately. Please have your emergency contact be within 15 minutes from camp if possible. Campers showing any signs of COVID-19 symptoms will be sent home.

NO SICK CHILD CAN REMAIN AT CAMP!!!

We understand that your child's summer camp may also be your childcare. To help promote a healthy environment, we recommend setting up a "sick day" alternative for your child, before the summer begins.

If your child has an "accident" in which they soiled their undergarments and/or clothing the parent/caregiver will need to come within 15 minutes to properly clean their child and provide clean personal attire. The park district staff does not attend to any toileting needs of the campers.

The Mt. Prospect Park District does not prorate or refund missing/absent day(s) of camp.

• Behavior Management

As with any large group of children, rules of discipline must be reinforced by camp staff and PARENTS. Please review this information with your camper so that he/she is aware of the consequences of their behavior. Children need to be respectful to other campers, camp staff, and the camp room/supplies. Campers must also stay with the camp group at all times. Campers may receive several minutes of a break, if they are not following directions / listening to the camp staff. Parents will be notified of any behavior issues that arise.

If the child's action falls under the Mt. Prospect Park District Control Ordinance Violation of Section 26: *Disorderly Conduct/Acts of Violence* the child can receive a one year suspension subject to prosecution for first offense and a two year suspension subject to prosecution for the second offense. In addition, if the child is charged with the Violation of Section 28: *Indecent and Obscene Language*, the child can receive two-month suspension for first offense, four-month suspension for second offense and nine-month for third offense.

The Mt. Prospect Park District reserves the right to dismiss a child from our programs at any time if the inappropriate action/behavior by the child warrants it.

Please communicate with the Camp Director regarding your child's behavior and tendencies they could have during the camp day. We believe that all children are entitled to a pleasant and harmonious environment in camp, and all must follow the guidelines set for good behavior. We hope these procedures will help curb the common forms of misbehavior. Parents must take an active role in reinforcing our safety and courtesy rules.

• **Codes of Conduct and Camper Guidelines**

Camp participants are expected to exhibit appropriate behavior. The following guidelines have been developed to make Park District programs safe and enjoyable. Additional rules, policies, and guidelines may be developed as deemed necessary by staff. A firm positive approach will be used regarding their behavior. The Mt. Prospect Park District reserves the right to dismiss a participant if their behavior is detrimental to other campers or staff. Each situation will be evaluated on its own merit. Please review the following camp policies with your child.

- Talk in a pleasant manner, no foul language or putdowns.
- RESPECT other campers, counselors, and their belongings and the natural environment.
- Refrain from disparaging remarks to include comments against an individual's race, ethnic background, religion, physical appearance, or disabling condition.
- Treat all equipment and supplies with proper care and respect.
- Remain with your group and camp counselor at all times unless directed to do otherwise.
- Refrain from causing bodily harm to self, other participants or staff.
- BE SAFE – always follow all camp rules.

• **Parent Code of Conduct**

Parents and guardians are expected to exhibit appropriate behavior at all times while participating in any program, event or activity with the Mt. Prospect Park District. It is recommended that parents discuss with their children the activities that are planned for each day and while their child may wish not to participate in a specific activity, he/she is 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 particular programs as deemed necessary by staff.

- Show respect to all participants and staff, and take directions from staff.
- Refrain from using abusive or foul language on Park District property and/or towards staff.
- Refrain from causing bodily harm to self, other participants or staff.
- Show respect to equipment, supplies and facilities, and teach your children to do so as well.

***We ask that all general rules of good conduct and courteous behavior be observed.**

Parents are requested **not** to remain on the campground site/room during a camp session. Our program helps to promote a sense of security and independence without the presence of parents for our campers.

The Mt. Prospect Park District, its instructors, supervisors and administrative staff, reserves the right to suspend, expel or deny participation in or viewing of 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 or facility.

• Medical/Disability

It is the responsibility of the parent or guardian to notify and inform the Park District, at the time of registration, of any medical condition or disability. The Park District does not employ any nurses, doctors or other staff who are licensed, certified, or trained to provide medical diagnoses or care to patrons. We are generally able to assist with the self-administration of medication (reviewing each particular request on a case-by-case basis), but we do not allow staff to diagnose medical situations or perform invasive or complex emergency procedures. **Any medication (over the counter or prescription) will need to be kept in the possession of the staff in the camp first aid bag. This will travel everywhere with the camper. Proper Permission to Dispense forms must also be completed and will be kept in a zip-lock bag with the camper's medication.**

Please allow 2 weeks for all NWSRA Inclusion requests.

• Custody Situations

Both parents will be allowed to pick up their child at any time, unless they provide legal documentation such as court orders explaining their custody arrangement. Please bring your most current documents to the office at RecPlex (**not** to your child's camp site) and we will copy the sections pertaining to custody. Documents from past school years/summer camps need to be re-submitted.

• Wait List Participants

If you are on the waiting list for a particular week(s), you will be called if and when an opening occurs. Please do not put in personal requests with the camp staff. They do not have the ability to allow campers into the camp from the waiting list.

• Refunds

No refunds will be given after each week Tuesday, noon, for the following week of camp.

• Receipts

Camps are recreation programs but depending on your circumstances the cost of the program may qualify as child care for a tax deduction. If you and your tax advisor decide you can use this, the tax ID number is 36-6008-913. Please retain your receipts for tax purposes. MPPD does not send out a tax statement. You may go to your webstore account to print your receipts.

• Insurance Information

The Mt. Prospect Park District assumes no liability for injuries or accidents that occur at programs, activities, field trips, parks and facilities. The Park District does not carry medical or hospitalization insurance for program participants. Such insurance would make program and user fees prohibitive. Your individual health care policy must cover all of your medical needs.

• Emergency Procedures in case of injury

For any child who is injured, the Mt. Prospect Camp Staff will provide basic first aid on minor injuries. If a child is injured and required more than basic first aid, the following first steps will be taken:

- A. Call 911
- B. Attempts to contact a parent or guardian.
- C. Attempts to contact an emergency contact(s) listed.
- D. If necessary, the child will be transported to an emergency facility by ambulance, accompanied by a staff member

• Authorized Pick up

At least one parent/legal guardian and one authorized pick up/emergency contact must be entered at the time of Registration with phone numbers. These people should be authorized to pick up your child whether it's an emergency or not, within 15/30 minutes. The day camp staff will not release any child to an adult whose name does not appear on the list. All information on this form will be taken as current unless otherwise noted by a parent. Therefore, if there are any changes in your child's medical information or those authorized to pick up your child, you must notify the day camp staff and/or Kristina Winans in writing as soon as possible.

• Lost and Found

Please Label everything your child brings to camp with his/her first and last name. The camp staff does their best to help the children keep track of their personal belongings, but we are **NOT responsible for lost or stolen items!** Please talk with your child about their responsibility as a camper to keep track of their belongings throughout the day.

• Camp Phone Numbers / Email Addresses

Please use the numbers/email addresses below to communicate with the camp directors when necessary

Phone Number: (847) 255-5380 – ask for the Preschool Room

Email Address: youth2@mppd.org

If you are unable to reach someone at any of the above number you can call: Kristina Winans at 847-640-1000 x210

As stated in our brochure and remaining consistent with other park programs, no refunds or credit will be granted due to a camper's absence. We cannot prorate due to illness or vacations because we cannot fill the small portion of a camp's vacancy and our overall cost does not decrease due to the absence of several campers.

Please refer to the Summer Camp Information Guidelines for more Camp specific information, including the waiver. These documents can be found on the MPPD website under Day Camps.

**THANK YOU AND WE ALL ARE LOOKING FORWARD TO A WONDERFUL
2021 SUMMER!!!**