

# Adventure Camp



## COWLISHAW SCHOOL

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2019 Parent Handbook



# Summer 2019

Hello Parents and Campers,

Welcome to Naperville Park District's Adventure Camp! Participants will enjoy inside and outside events, 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. These may change due to weather or campers' desires.

The Naperville Park District is looking forward to a fun, safe summer. **Take time to review the following procedures and rules with your child.** If you have any questions or concerns about camp, please notify the Camp Director. If you have additional questions or questions before camp starts, please contact Jeanne Maher at [jmaher@napervilleparks.org](mailto:jmaher@napervilleparks.org) or 630-848-3535.

Thank you for choosing to spend your summer with us at the Naperville Park District!

Sincerely,

Jeanne Maher  
Program Manager

## **ADVENTURE CAMP**

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1212 Sanctuary Lane

Naperville, IL 60540

**On-site cell: Adventure Camp cell number is 630-335-5097**

## **PARK DISTRICT MISSION**

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We provide recreation and park experiences that promote healthy lives, healthy minds and a healthy community.

## **CAMP PHILOSOPHY**

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Our goal is to provide each camper with the opportunity to:

- Participate in a safe and fun recreational indoor/outdoor environment that promotes both enjoyment and learning experiences for everyone.
- Make new friends, try something new, be creative and gain independence.
- Become more self- confident; use teamwork in a positive and effective manner.
- Develop a positive sense of self-respect and respect for property and equipment.
- Develop an appreciation of nature and enjoy being in the great outdoors.

## **PROGRAM CONTENT**

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All camp programs have a balance of both quiet and active activities in indoor and outdoor environments. Weekly activities include: arts and crafts, organized sports and games, playground experiences, special events, board games, nature events, and field trips. Field trips may be changed at any point in time during the camp.



## **CAMP STAFF**

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All camps are supervised by the Program Manager, Camp Director and Camp Counselors. The Camp Director has a college degree or is working on a college degree and the camp counselors are recent high school graduates or are college age staff working on their college degree. They provide a mixture of past staff with years of experience working in our camps and new, mature and enthusiastic individuals dedicated to making this a safe and enjoyable summer. All staff are CPR/AED and First Aid trained.

## **ARRIVAL AT CAMP**

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Enter through door #2. All campers must be signed in/out by parent/guardian. Please do not drop your child off before 9:00 a.m. except on Thursday field trip day, drop-off is at 8:45 a.m. Please be on time on Thursday field trip day, on some Thursday's we will need to board the bus starting around 9:00 a.m.

## **DEPARTURE FROM CAMP**

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When picking up your child for the day, you must sign them out every day. Campers must be signed out by a parent, guardian or authorized individual. A picture ID will be required from the people whose names are listed on the camper participation form; this is strictly for the safety of the child. If the person is not authorized to pick up your child, your child will not be allowed to leave camp with that person until we are able to contact you. All children must be picked up by 12:00 p.m. Monday – Wednesday and by 4:00 p.m. on Thursday. For the safety of your camper, we require that staff remain at the site until all children have been picked up. Please reciprocate by being on time for pickup, many of the staff have other jobs they need to get to after camp is over. If you are running late, please call the Director of the camp. If a parent is continually late for pickup, the camper will not be allowed to continue to attend camp.

If you need to make contact with the Director during the camp day, please call the camp cell phone number for your camp location. If the camp staff does not answer the phone, please leave a voice mail. The Director will be checking voice mail frequently to retrieve messages.

## **ATTENDANCE**

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If your child is sick or will be absent from camp, we would appreciate a phone call informing us of the absence. Please call the Director to report an absence.

## **LATE ARRIVALS**

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For the safety of all campers, we discourage late arrivals. If you can't avoid a late arrival you must call the Camp Director and let them know. Campers **WILL NOT** be allowed to attend camp late on **Thursday's** field trip days. On those days, you will need to make other arrangements for your child.

## **SNACK**

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Each camper should bring a sack lunch, drink and two snacks. There is no refrigerator; pack lunch accordingly.

## **BUSING**

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Most camps do travel by bus for field trips.

- Busing for field trips is through First Student busing company.
- **For the safety of all campers, parents are not able to drop off or pick up at a field trip location.**

## **STAFF TO PARTICIPANT RATIO**

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The ratio of staff to participants is 1:10 when on-site at camp. When the participants travel off-site by school bus for field trips, the staff- to-participant ratio is between 1:8.

## **WHAT TO BRING TO CAMP (IN A BACKPACK)**

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Water – Campers should bring a refillable water bottle to camp each day. Staff will administer routine water breaks to help ensure that all campers are remaining adequately hydrated throughout the day, especially on warmer days. Although campers are typically in areas that have immediate access to drinking fountains/water, there are times during the day (bus rides, hikes) when water may not be immediately available. Because of this, bringing a water bottle each day is essential to camper safety.

Sack lunch, snacks, sweatshirt or light Jacket, a book to read, sun screen and Adventure Camp – shirt on Thursday's for field trips. Campers **MUST** wear their camp shirt on field trip day and a bring a back pack for belongings.

## **CAMP ATTIRE**

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Campers should wear socks and gym shoes to camp every day. **For safety reasons, open toed shoes and bare feet are not allowed.** Unsafe or inappropriate footwear may limit your child's ability to participate in all of the day's planned activities. Many of the field trips require all participants to wear socks and shoes or they will not be allowed to participate on the field trip. Campers play a variety of games and activities, please be sure to send them in clothes you don't mind getting dirty. On **Thursday** Field Trip days, campers **MUST** wear their camp shirt.

## **SPRAY SUNSCREEN/BUG SPRAY**

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All campers are required to supply their own spray bottle of sunscreen and/or bug spray due to allergic reactions. Please make sure to mark their name on the bottle. Parents should apply sunscreen prior to arrival at camp. For the protection of our campers, reapplication reminders by camp staff will occur throughout the day.

## **WHAT NOT TO BRING TO CAMP**

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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.

These items are prohibited in the best interest of campers and staff as well as to lower the likelihood of the item being stolen, lost or broken. Not only are cell phones and other electronics expensive and can get stolen or lost, but also their usage can interfere with and even sabotage a child's overall experience at camp. **A camper that spends time immersed in technology does so at the expense of getting to know fellow campers and counselors.** Summer camp offers a great opportunity to learn about and navigate social situations while not being constantly connected to and immersed in a digital/virtual world.

## **CAMP ACTIVITY SCHEDULE**

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Panel cards are available on our website under camps and will be available from the Director beginning the first day of camp. On the panel card will be the list of field trips, what to bring each day, the activity schedule for each day and the Camp Director's phone number as well as the Park District's phone number. Please put the Camp Director's phone number in your phone in case of an emergency or if you are running late for any reason.

The same activity schedule can be found below.

### **Monday, Tuesday, Wednesday**

Regular camp activities will be held on-site all day.

### **Thursday Field Trip Day**

Each Thursday campers will be boarding a bus and going on a field trip.

Camp participants will travel on a wide variety of field trips. For safety reasons, children will receive a wristband to wear on field trip days. That wristband will have the cell number of the Camp Director's cell phone printed on it. Children can bring money to purchase more tokens on trips where that applies. Staff is not responsible for keeping track of cash. Money may NOT be brought on trips for the purpose of purchasing souvenirs. Please review the trip dates and destinations. This information also is located on the panel cards and on our website at **[www.napervilleparks.org/camps](http://www.napervilleparks.org/camps)**. Check the Field Trips located under Adventure Camp.



## **FIELD TRIPS RULES**

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- 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** be able to attend camp that day.
- For safety reasons, children will receive a wristband to wear on field trip days. That wristband will have the Camp Director's cell phone number printed on it.
- To ensure an enjoyable time, it is important that campers follow field trip rules. If a camper disobeys the rules, they will not be able to attend camp on field trip days.
  - Follow the Camp Code of Conduct including following the bus rules.
  - Stay with your group and group leader.
  - Always keep track of your partner.
  - Listen to your counselor.
  - Follow the rules of the destination we are visiting.
  - **Wear your summer camp shirt on the Thursday field trips.**
  - **DO NOT TALK TO STRANGERS.**

## **ILLNESS**

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**Children Must Be Fever Free for 24 Hours Before Returning to Camp.** If any child becomes ill:

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

## **INJURIES**

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While your child is at camp, the staff will administer first aid to any minor injury (bumps, bruises, cuts, scratches etc.). 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 by phone immediately and 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 by phone immediately.
- If the parent/guardian cannot be reached, the emergency names listed will be contacted.
- A staff member will accompany the child in the ambulance and to the hospital.

## **HEALTH INFORMATION**

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- Parents are required to fill out information regarding their child's health on the **Participation Information Form** – allergies, medication and other safety and emergency information. The Participant Information Form can be found on the website under Camps [www.napervilleparks.org/camps](http://www.napervilleparks.org/camps) along with the Allergy Action Plan, Inhaler Waiver and Medication Dispensing Procedures. All information will be kept confidential. Please fill out the Participant Information Form and **bring it with you to the first day of camp** and give it to the Director.

## **WDSRA (WESTERN DU PAGE SPECIAL RECREATION ASSOCIATION)**

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Any individual who registers for a Park District program and has a special need is eligible for inclusion services. The goal is to provide the least restrictive environment for an individual. Assistance varies depending on the needs of the individual and can range from adapting materials to sending support staff. There is no additional cost for participants to receive inclusion services. Reasonable accommodations are provided at no cost through WDSRA and the Park District. Participants pay only the regular program fees to the Park District.



## **MEDICATION**

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Whenever possible, medications should be administered by parents or guardians prior to camp. If there is a need for the administration of medication during camp, medication will be administered by assigned staff only under the following conditions: the parent/guardian must:

1. Complete a Medication Dispensing procedure form. It must be signed by the parent/guardian before the medication can be administered. See your Camp Director for a Medication Dispensing form. This form also is located on our website at **[www.napervilleparks.org/camps](http://www.napervilleparks.org/camps)**. Look at Dispensing Medication Procedures and Form located under Camp Summer Fun.
2. The medication must be in its original container and not expired.
3. The label must bear the child's name, directions for administering the medication, dosage and doctor's name.
4. Non-prescription medication may not be given unless accompanied by a doctor's note.
5. All other medication is kept with the Camp Director in a locked container.

## **FOOD ALLERGIES AT CAMP**

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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 your child's Participant Information Form. If your child requires an auto-injector or inhaler while at camp, you must complete the Waiver and Release of All Claims for Use of Inhaler/Auto Injector. 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 a safe one.

6. Inhalers should be kept with child at all times and can be administered by the child. Please make sure inhalers are properly labeled.
7. Severe allergy medications, such as an Epi Pen, will be kept with the child's camp counselor while they are at camp. Epi Pen must not be expired.

## **CAMP RULES/CAMP CODE OF CONDUCT**

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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. **No refunds will be issued for suspensions or suspended days of camp.** Participants are expected to follow the following rules:

- Wear socks and gym shoes every day to allow full participation in activities.
- Show respect for all participants and staff.
- No bullying, verbal or physical abuse, threatening, obscene, disrespectful or physical violence will be tolerated.
- Using abusive or foul language will not be tolerated.
- Threatening or causing bodily harm to self, other participants and/or staff will not be tolerated.
- Show respect for all equipment, supplies and facilities.
- **Do not bring ANY electronics, iPods, cell phones or hand-held games to camp.**
- Wearing clothing that depicts violence or inappropriate themes will not be tolerated.
- Refrain from bringing toys from home.
- Walk while indoors.

Use a normal inside voice when in common area's of the building. There are other business working in the building.

- Listen when staff gives instructions.
- Follow all directions given.
- Keep hands, mouth and feet to yourself. Do not place yourself or others in dangerous situations through actions or behavior.
- Theft or damage to NPD camp facilities or personal property is not tolerated.
- Do not leave the program area without permission. If a parent cannot be reached in this situation, the police may be contacted.
- Continuous disruption of the program is not tolerated.
- Lewd or obscene behavior is not tolerated.
- Pulling fire alarms or dialing 911 without cause is not tolerated.
- No weapons or items that may be used as weapons may be brought to the program.

## **BUS RULES**

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- Remain seated while bus is moving.
- Keep hands, arms, legs and hair inside the bus at all times.
- Do not throw 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.

Failure to follow the Naperville Park District Code of Conduct may result in removal of the participant from camp.

## **BEHAVIOR MANAGEMENT POLICY**

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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.

### **BEHAVIOR**

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All participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make programs safe and enjoyable for all participants. Additional rules may be developed for specific programs as deemed necessary by the Park District.

The Park District insists that all participants comply with a basic behavior code. All participants shall:

- Show respect to all participants, staff, and volunteers. Participants should follow program rules and take direction from staff.
- Refrain from using abusive or foul language.
- Refrain from threatening or causing bodily harm to self, other participants, and/or staff.
- Show respect for equipment, supplies, and facilities.
- Not possess any weapons, except in instances where equipment is needed for participation in the program, such as trapshooting and archery.
- Uphold the rules, regulations, and policies of the Naperville Park District.

### **REQUESTS FOR SPECIAL ACCOMMODATIONS**

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Upon registration or entry into the program, the parent/guardian should provide information to the Park District regarding any special accommodations needed for the participant. If any of these special accommodations are behavior related, the parent/guardian should provide further information about any behavior modification programs in place at school or home. Attempts will be made to utilize these in the program.

### **DISCIPLINE**

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A positive approach will be used regarding discipline. The Park District reserves the right to suspend or remove a participant whose behavior endangers their safety or others. Each situation will be evaluated on its own merit.

The actual progressive discipline that results will be determined on a case-by-case basis and will depend on the seriousness of the behavior. The progressive discipline steps generally will be followed, but under certain circumstances may be accelerated or repeated.

## **PROGRESSIVE DISCIPLINE STEPS**

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- Verbal warning and explanation of behavior. The first time inappropriate behavior occurs, the parent/guardian will be notified by phone, or at the time of pickup from the program on the day of the incident. If the behavior occurs again on the same day, the parent/guardian may be called to come and remove the child from the program for the remainder of day.
- Supervised time-out (an average of 1 minute x child's age).
- A suspension from the program for a designated time period. When determining the timeframes of suspension, the Park District will consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
- Dismissal from the program or activity. If inappropriate behavior persists or the behavior disrupts a program, removal from the program or activity may be necessary. Once again, the Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

If a participant receives a time-out or a suspension, the counselor, instructor, or supervisor of the program will complete a Participant Conduct Report. The parent/guardian will be notified of the inappropriate behavior and the participant and parent/guardian must sign the report prior to returning to the program. A Participant Conduct Report may also be completed for behavior that results in a verbal warning or supervised time-out from the activity.

Communication between staff, the participant, and the parent/guardian will be ongoing regarding any further incidences of inappropriate behavior. The Park District may explore with the participant or parent/guardian other options to address inappropriate behavior, such as:

- Transfer to another program where inappropriate behavior may be less prone to occur.
- Limited/reduced timeframe that participant is allowed to attend the program.

Appeals by the participant and/or their parent/guardian for the disciplinary action taken should be directed to the Program Manager.

## **ORDINANCE 641**

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This policy works in conjunction with Park District Ordinance 641: An Ordinance Regulating the Parks and Property Owned or Controlled by the Naperville Park District; also known as the Conduct Ordinance. A copy of Ordinance 641 is available on the Naperville Park District website at [www.napervilleparks.org](http://www.napervilleparks.org)