



2011 Summer Specialty Camps

PARENT MANUAL

Kinder Camp Budding Artist
Get Up and Dance Imagination Theater
Camp Complete Nature Camp
Zany Brainy Science Camp



815-741-7275 • www.jolietpark.org

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Phone Numbers to Know

Joliet Park District

Karen Cooper, Recreation Coordinator
815-693-6195 (Cell) [1st Contact Number](#)
kcooper@jolietpark.org
815-741-7275 ext. 129 (Work)

*Voicemail available 24 hours

Multi-Purpose Center
815-741-7275 ext. 160

Office Hours:
Monday-Friday 8:00am-7:00pm

Kinder Camp

Lead Teacher: Bryan Shields
Teachers: Andrea McCafferty
Ashley Grzymalski

Location:
Joliet Park District MPC Room 1
Phone Number: (815) 603-7073

Zany Brains Science Camp

Lead Teacher: Becky Grzeszczak
Teachers: Anne Cooper
Amanda Pappas

Location:
Joliet Park District MPC Room 3
Phone Number: (815) 693-0336

Budding Artist Camp

Lead Teacher: Becky Grzeszczak
Teachers: Anne Cooper
Amanda Pappas

Location:
Joliet Park District MPC Room 3
Phone Number: (815) 693-0336

Get Up & Dance

Lead Teacher: Anne Cooper
Teachers: Becky Grzeszczak
Amanda Pappas

Location:
Joliet Park District MPC Room 3
Phone Number: (815) 693-0336

Imagination Theater

Lead Teacher: Becky Grzeszczak
Teachers: Anne Cooper
Amanda Pappas

Location:
Joliet Park District MPC Room 3
Phone Number: (815) 693-0336

Nature Camp

Lead Teacher: Anne Cooper
Teachers: Becky Grzeszczak
Amanda Pappas

Location:
Joliet Park District MPC Room 3
Phone Number: (815) 693-0336

Camp Complete

Lead Teacher: Becky Grzeszczak
Teachers: Anne Cooper
Amanda Pappas

Location:
Joliet Park District MPC Room 3
Phone Number: (815) 693-0336

Before & After Camp Care

AM Teacher: Beth Bravato
PM Teacher: Tammy Iwinski

Location:
Joliet Park District MPC Room 5
Phone Number: (815) 603-7073

Welcome to Joliet Park District's Summer Specialty Day Camp experience! The Specialty Day Camp Staff is ready for a fun and exciting summer. The following information will help answer any questions you may have regarding our camp program. Please read this thoroughly and keep it in a convenient location so you can refer to it throughout the summer. Our goal is to have your children leave camp with a summer of happy memories. Please feel free to call at any time if you have any additional questions concerning the Joliet Park District's Summer Specialty Day Camp programs.

TIMES AND LOCATIONS

There are seven different Joliet Park District Specialty Day Camps, divided into weekly sessions unless otherwise stated in the Program Guide.

Kinder Camp: begins at 9:00am and ends at 4:00pm.
Ages: 4-6 years old
Ten Weekly Sessions

Zany Brainy Science Camp begins at 9:00am and ends at 4:00pm.
Ages: 6-10 years old
Two Three Day Sessions
1-3590-12 06/06/11-06/08/11
2-3590-12 07/06/11-07/08/11

Budding Artist Art Camp: begins at 9:00 AM and ends at 4:00 PM.
Ages: 6-12 years old
Two Weekly Sessions
1-3250-12 06/13/11-06/17/11
2-3250-12 08/01/11-08/05/11

Get Up & Dance/Glee Musical: begins at 9:00 AM and ends at 4:00 PM.
Ages: 6-12 years old
Two Weekly Sessions
1-3240-12 06/20/11-06/24/11
2-3240-12 07/18/11-07/22/11

Imagination Theater: begins at 9:00 AM and ends at 4:00 PM.
Ages: 6-12 years old
Two Weekly Sessions
1-3535-12 06/27/11-07/01/11
2-3535-12 08/08/11-08/12/11

Nature Camp: begins at 9:00 AM and ends at 4:00 PM.
Ages: 6-12 years old
Two Weekly Sessions
2-3530-12 07/11/11-07/15/11
2-3531-12 08/01/11-08/05/11

Camp Complete: begins at 9:00 AM and ends at 4:00 PM.
Ages: 6-12 years old
Three Weekly Sessions
1-3545-12 06/06/11-06/10/11
2-3545-12 07/25/11-07/29/11
2-3546-12 08/08/11-08/12/11

STAFF

Camp Staff is carefully interviewed, selected and hired for the Joliet Park District Specialty Day Camp program. A Recreation Coordinator who is highly qualified and experienced will supervise each camp daily. Teachers for each camp are mature and enthusiastic college students. Assistant Counselors and Counselors In Training provide additional support to the Specialty Day Camp program. All camp staff is required to go through an extensive training program before camp begins. We are proud of our Specialty Day Camp staff and think you will feel the same.

GOALS OF THE JOLIET PARK DISTRICT SPECIALTY DAY CAMP PROGRAMS

Through quality leadership and program activities, it is our hope that the Joliet Park District Specialty Day Camp will provide each camper with the opportunity:

- 1) To learn how to work and play as a member of a group without sacrificing individuality;
- 2) To develop healthy habits, a sense of fair play, and a respect for equipment and property;
- 3) To develop an appreciation of nature and its beauty;
- 4) To encourage the pursuit of meaningful, enjoyable, and satisfying leisure time activities within a Specialty Day camp atmosphere;
- 5) To participate in wholesome and creative play in a setting that will insure the health and safety of the camper;
- 6) To enhance personal growth, emphasizing confidence building, self esteem, and acceptance within a group, independence and resourcefulness.

EMERGENCY CARDS

Every child must have an emergency card on file before camp begins. A camper will not be allowed to attend the first day of camp without a completed emergency card on file at the camp site. You need to fill out this information once. If there are any changes to the emergency card throughout the summer (new work phone number, cell phone number, emergency contact, etc.), please notify your child's camp counselor or the Recreation Coordinator. It is necessary to provide us with the most current information in case of an emergency.

CAMP CALENDARS

Camp calendars for each session will be sent home on Monday to keep parents informed of activities and other important information happening

during that camp session. Review this calendar on a daily basis. Special activities, supplies needed and any changes in drop off or pick up locations will be noted on these calendars. Each camp will have a separate calendar. Activities may change due to weather or unforeseen circumstances.

TRANSFER REQUESTS OR REFUNDS

Any changes to your registration or transfers of sessions must be done in writing and turned in to the Joliet Park District Multi-Purpose Center, not verbalized to the camp staff. **After June 1, a \$5.00 processing fee will be assessed for each session transfer request.** If you need to withdraw from a particular session, you will need to request a refund in writing on a Joliet Park District Withdrawal Form. These forms are available at the Multi-Purpose Center front desk. When a participant requests a withdrawal, a \$5.00 service charge will be deducted from the refund amount (either a transfer fee or withdrawal fee will be charged, not both). Registrations for all of our camps are for an entire week long session, and refunds will not be issued for missed Specialty Camp Days. **If your camper is suspended from camp due to unacceptable behavior, a refund will not be issued for any missed Specialty Camp Days.** Each situation will be evaluated on its own merit. The complete refund policy is located in the Joliet Park District's Summer Leisure Guide.

ABSENCES

If your child will not be in camp, please call the individual camp site between 8:30 and 8:50 AM. Staff must also be notified if campers will not be attending Before/After Camp.

Kinder Camp	(815) 603-7073
Before & After Camp	(815) 603-7073
Other Specialty Camps	(815) 693-0336

ILLNESS

If your child is sick, please do not send him/her to camp that day. In the case of a communicable disease (chicken pox, head lice, etc.), please contact the Recreation Coordinator **IMMEDIATELY** for the health and safety of all campers. Camp staff reserves the right to refuse any child who shows signs of illness. If a child has been at home due to illness, he/she must be symptom-free for 24 hours before returning to camp. Refunds will not be issued for missed days of camp due to an illness.

BEFORE AND AFTER CAMP CARE

Care will be available to all participants of any Specialty Day Camp held at the Joliet Park District Multi-Purpose Center from 6:30-9:00am before camp and 4:00-6:00pm after camp.

PROMPT PICK-UP OF YOUR CHILD IS EXPECTED.

Program participants must be in attendance during the regular Specialty Day camp hours in order to participate in the Before & After Camp program that same day. Once your child has been picked up from Before or and After Camp you cannot return until your child's next scheduled Specialty Camp Day. For more information on fees and availability, contact the Joliet Park District Multi-Purpose Center.

DROP OFF GUIDELINES: BEFORE/AFTER CAMP CARE

Each child must be walked into Before/After Camp and signed in on the attendance sheet by an adult listed on the child's emergency card. The earliest a camper can be dropped off is at 6:30am.

DROP OFF GUIDELINES FOR ALL CAMPS

A camper may be dropped off or picked up five minutes before or after 9:00am, the official start time of camp. If you will not be dropping your child off at the official start time of camp, please notify the camp staff in advance. Planned activities will begin shortly after 9:00am and it is helpful if there are limited disruptions throughout the Specialty Camp Day. ***All campers must be signed in on the attendance sheet by an adult listed on the child's emergency card.*** A child should never be dropped off and left alone. Sign in with a counselor!

PICK UP GUIDELINES

Our camps are parent friendly, but we do need some assistance from you! Prompt pick up of your child is expected each Specialty Camp Day. A camper may be picked up five minutes before or after 4:00pm, the official end time of camp. Campers must be signed out each day by an authorized individual. Parents or guardians listed on the child's emergency card are considered authorized for pick-up unless documented otherwise on the emergency card. Legal documentation may be required if a parent or guardian is excluded from pick-up. No one under the age of 16 may pick up a child.

A parent or guardian must complete a Release of Summer Camp Child form and return it to the camp staff to authorize additional individuals to pick up his/her child. A child will not be released to an unauthorized individual. If you will be participating in a car pool, a note from all parties will be required. In the event a parent or guardian cannot be reached and a completed Release of Summer Camp Child form has not been submitted to the camp staff, emergency contacts will be notified. Camp staff will ask to see a photo ID of an unidentified person picking up a camper. Camp staff must receive contact from a parent/guardian before the end of the camp day if there is any delay in pick-up. If contact is not received, and a camper has not been picked up by 4:30pm (or by 6:30pm for After Camp), the police will be notified.

LATE PICK UP

A camper may be picked up five minutes before or after 4:00pm, the official end time of camp. A late fee will be assessed for Specialty Day Camp, with one courtesy allowance. The late fee is \$10.00 for 11-15 minutes after pick-up and an additional \$5.00 charged for each 5-minute period beyond 15 minutes. The parent will be asked to sign an acknowledgement form and the fee must be paid by the end of the current camp session. A child will not be allowed to enter the next session of camp until the late fee is paid.

4:00 – 4:05 pm	-----	No fee charged
4:06 – 4:10 pm	-----	No fee charged
4:11 – 4:25 pm	-----	\$10.00 late fee
4:26 – 4:30 pm	-----	\$15.00 late fee
4:31 – 4:35 pm	-----	\$20.00 late fee
4:36 – 4:40 pm	-----	\$25.00 late fee
4:41 – 4:45 pm	-----	\$30.00 late fee
4:46 – 4:50 pm	-----	\$35.00 late fee
4:51 – 4:55 pm	-----	\$40.00 late fee
4:56 – 5:00 pm	-----	\$45.00 late fee

FIELD TRIPS

Specialty Day camps will take a field trip once per session. **It is very important that campers arrive to camp on time on field trip days.** All counselors chaperone the field trips, with no staff staying back at the camp site. There is no additional fee for field trips. For most trips, a school bus will be chartered for transportation or the Joliet Park District vans will be used. All campers must wear their current camp T-shirt on field trip days. A separate field trip flyer is included with this parent packet. Trip information is subject to change, so please refer to your weekly calendar for any updates.

SWIMMING

All Specialty Camps swim weekly. Swim days are Thursday or Friday 1:00-3:00pm please refer to your weekly calendar. All campers will swim at the Inwood Athletic Club indoor pool located just north of the Multi-Purpose Building as a group and remain at the pool area until they return to the Multi-Purpose Center. Campers do not have to swim, but they must travel with the group to the pool. Your child must also dress in appropriate swim wear as they will sit by the side of the pool. We do not want their street clothes to get wet. The pool area is very warm and we highly recommend children swim and not sit out. This is a very unique opportunity. At the beginning of each session, all new campers will take a swim test, which is administered by the pool managers and lifeguards. This test will determine which areas of the pool each child is allowed to swim. A camper only needs to be tested once per session. Wristbands

to designate swimming areas will be issued and must be worn during the entire visit to the pool. Also if a child needs to wear a life jacket; the life jacket is an US Costal certified life jacket and given to the child by the pool staff. Specialty Day Camp Staff will be stationed throughout the pool area and water to supervise the campers. The lifeguards and pool managers will enforce all regular pool rules during the pool visits.

DISCIPLINE PROCEDURES

Campers are expected to always exhibit appropriate behavior. As with any large group of children, rules of discipline must be enforced by the Joliet Park District Specialty Day Camp Staff. Below is a list of **some** common unacceptable behavior that will not be tolerated.

- * Leaving group or camp without permission
- * Abuse of camp site, equipment or environment
- * Hitting, biting or any method of physical harm
- * Destruction of property
- * Swearing
- * Teasing/name calling
- * Stealing
- * Disruptive behavior

The first step in reinforcing appropriate behavior will be the use of firm statements and redirection of activity. Joliet Park District staff reserves the right to suspend or expel any camper whose actions are seen as detrimental to the camp program. Each situation will be evaluated on its own merit. **No refunds will be issued for camp suspensions.**

***If a child is unable to attend camp without crying for more than one hour, you will be called and you will be refunded your camp fee.**

A complete Disciplinary Policy is included in this parent packet. **This policy must be discussed between the parent/guardian and camper, signed and one copy returned to camp by the second day of the camp session.**

MEDICATION

The Specialty Day Camp registration form provides the opportunity for a parent/guardian to note any special accommodation needed by a participant. If special accommodations are medication related, please contact the Recreation Coordinator of that particular camp to discuss the medication needs of your child prior to the beginning of the Specialty Day camp session. If medication needs to be sent with your camper, a **Permission to Dispense Medication** form must be filled out in advance and be at the camp site prior to your camper attending their first Specialty Day of camp. These forms are available from the Recreation Coordinator, not at the camp site.

SPECIAL NEEDS

It is the responsibility of the parent/guardian to notify the Joliet Park District office at the time of registration if your child needs special accommodations in order to be successful in our camp program (i.e., specialized equipment, behavior plans, special information for staff, etc). Please contact the Recreation Coordinator who supervises the camp your child is in to discuss any necessary accommodations.

WHAT TO WEAR

Due to the nature of camp activities, children can sometimes get dirty. We ask that children refrain from wearing good clothes to camp, as it may hinder their participation in some activities or damage their clothes. Sandals or open toed shoes may not be worn to camp, except during pool times. Remember to dress for the weather; ***campers will be outside as much as possible. For this reason we ask that you apply sunscreen, minimum SPF-15, to your child before he/she arrives for the camp day.*** Please talk with your children about reapplying sunscreen throughout the day by themselves or with a buddy. ***Camp staff is not allowed to apply sunscreen to any campers.*** Staff will remind campers throughout the day to reapply sunscreen and encourage campers to help each other with sunscreen.

WHAT TO BRING (Daily Checklist)

All participants in Joliet Park District Specialty Day Camps are required to bring a backpack daily to keep track of their belongings. Your child will be given a locker the first day of camp to keep their backpack in during the day. **Please label all belongings with your child's name.**

Sunscreen (minimum SPF-15 recommended) daily

Hand towel daily

Swimsuit & Towel (It is recommended they wear their swimsuits under their clothes)

Thursday or Friday; please refer to calendar.

Water bottle to be refilled throughout day (labeled with name)

Hat or Visor

Optional Items to bring:

Aqua shoes or sandals for pool time

Sunglasses

Swim goggles

WHAT NOT TO BRING

Our Specialty Camp Days are filled with many fun activities and the supplies are provided. Occasionally, there is a special theme day that

might require campers to bring something from home. These special days will be highlighted on the weekly camp calendar. It is important that campers leave items at home that might not be appropriate for camp or interfere with the overall experience. Some of those items include:

- Skateboards, rollerblades or scooters
- I-pods, CD walkmans, PSP's or any portable game system
- Cell phones or pagers (cell phones should not be on during the Specialty Camp day)
- Pokemon, Yu-Gi-Oh! or any other type of trading cards
- Any violence related materials

If one of the above items or anything else deemed inappropriate is brought to the camp, camp staff will confiscate that item. It is the responsibility of the camper or parent to recover it at the end of the camp day. Possession of fireworks or weapons will result in a camper's immediate expulsion from camp. Each situation will be evaluated on its own merit.

LOST & FOUND

Please provide your child with a backpack to keep all of his/her belongings. **Label everything your child brings to camp with his/her name.** The camp staff will do their best to help children keep track of their belongings, but are not responsible for lost or stolen items. Please talk with your children about keeping track of their belongings throughout the camp day and taking them home at the end of each camp day. There is a lost and found container at each site, the pool and the Multi-Purpose Center. Please check these containers if any of your child's belongings are missing. Lost and found items will be donated to a charity at the end of the summer if not claimed.

HEALTHY LUNCH IDEAS

Campers will be very active during the Specialty Camp day and it is important that they refuel with a healthy lunch and snack. Lunch is provided to each child through the Harvey Brooks Foundation funded by the Illinois State Board of Education. A monthly lunch calendar will be provided. The lunches are very healthy. Your child may bring their own lunch but your child will be required to accept the lunch provided. Once the lunch is issued; your child may return the lunch to the turn back table. The turn back table allows for children to return items and take other items. Children enjoy being able to exchange food items via the turn back table.

SNACK

The Joliet Park District will supply snack for those in After Camp Care.

Snacks are provided for campers unless it is a special theme Specialty Day. These special days will be highlighted on the weekly camp calendar. No food or drink is allowed at the Inwood Athletic Club Pool.

ADA

The Joliet Park District will comply with the Americans With Disabilities Act (ADA), which prohibits discrimination in the provision of programs, services or activities to individuals with disabilities. The Park District will make reasonable accommodations to enable participation by an individual with a disability who meets essential eligibility requirements for camp. The Joliet Park District works closely with the Northern Illinois Special Recreation Association (NISRA).

SAFETY

Joliet Park District programs comply with the safety guidelines of our risk management agency. Our goal is to provide each camper with a safe, yet fun, camp experience.

OFFICE HOURS

Call the Joliet Park District Multi-Purpose Center at (815)741-7275 ext. 160 with questions regarding our registration procedures for any camp, the office hours are Monday - Friday 8:00am- 7:00pm. Questions regarding all Specialty Camps may be directed to Karen Cooper at (815) 693-6195 (1st contact), kcooper@jolietpark.org or 815-741-7275 ext. 129. All phone numbers either have an answering machine or voicemail, so please leave a message if you call after hours. E-mail goes directly to cell phone.

PHOTOGRAPHS or VIDEOS

Throughout the summer, pictures or videos may be taken of classes and programs in progress, including camp. These pictures may be used for marketing purposes. By registering for the program, unless otherwise stated, you have granted us permission to use your child's photograph.

WE ARE HERE FOR YOU

Your questions and comments are always welcome! Additional informational items will be distributed to parents at each camp site as need arises. The Joliet Park District looks forward to another successful camp season with your child.



3000 W. Jefferson St., Joliet, IL 60435