

June 2<sup>nd</sup>, 2010

Dear Parents:

Welcome to the "Happiness Is" Day Camp for the summer of 2010. We are anticipating a summer full of fun and excitement. We have hired and trained a well-qualified staff. Our leaders are ready and willing to make the summer of 2010 the most enjoyable camp experience ever.

Camp will be held at two sites this year, Greeley School and Hubbard Woods School. The program officially begins on June 21<sup>st</sup>.

Back by popular demand, Beach Day will be **Wednesdays for Hubbard Woods campers, and Mondays for Greeley campers**. Look within your parent manual for more details on beach days. Due to the hustle and bustle of the first week there will be no beach day. The first beach day, weather permitting, will be June 30<sup>th</sup> for Hubbard Woods and June 28<sup>th</sup> for Greeley.

We are anticipating a hot summer, so please dress your camper accordingly. It is a good idea to send a bottle of cold water with your camper. Please take a few moments to review the following information.

Happy Camping!!!

## **Dear Parents:**

For many of you, enrolling your child in our Happiness Is program will be your first experience with the Winnetka Park District summer camps. We'd like to assure you that we do everything that we can to make this summer a fun-filled and safe one for your child.

Happiness Is will provide an ideal opportunity for your child to meet new friends and have an enjoyable summer while participating in both structured and unstructured activities.

### **PROGRAM GOALS**

- ❖ To help your child develop greater social awareness, a good sense of fair play and consideration for others
- ❖ To develop your child's awareness of the world around him or her
- ❖ To encourage creative expression through arts and crafts projects and develop your youngster's ability to cut, paste, color, and paint
- ❖ To teach your youngster games and songs which will be beneficial in developing his/her motor skills.

Other elements of the program include story telling, finger plays and time for free play which will be helpful in developing various skills while allowing youngsters to enjoy themselves during the summer months.

### **SPECIFIC CAMP INFORMATION**

#### **CAMP PARENT NIGHT**

Join us for a parent information meeting in the Community Room, 540 Hubbard Rd. on Wednesday, June 16<sup>th</sup> at 6:00 p.m. This is an excellent opportunity to learn more about the camps and meet the camp directors.

#### **CAMP DATES**

Camp will run from Monday, June 21<sup>st</sup> through Friday, July 30<sup>th</sup> with an extended week option from August 2<sup>nd</sup> -6<sup>th</sup>.

#### **CAMP TIMES**

9:00 A.M.-3:00 P.M. HUBBARD WOODS-ALL DAY

9:00 A.M.-11:50\* A.M. HUBBARD WOODS -MORNINGS

9:00 A.M.-12:00 P.M. GREELEY-MORNINGS

12:10\* P.M.-3:00 P.M. HUBBARD WOODS -AFTERNOONS

\*The ten minute difference is to avoid overlap between morning pick up and afternoon drop off.

Camp begins at 9:00 a.m. and children should arrive no earlier than 8:55 a.m. as staff will be busy setting up and preparing for the day's activities. If you need before or after camp care we will be offering it this summer. Please refer to your Winnetka Park District Summer Brochure for more information.

**\*For the safety of your children we require that the counselors remain at the site until all children have left. Please reciprocate this courtesy by being on time at dismissal: 12:00 p.m. mornings or 3:00 p.m. afternoons. If an emergency occurs and you know you will be late call the Park District at 501-2040 so camp staff can be notified as well as your child. Lateness will result in fines. Fines will be \$10 for the first 15 minutes and \$5 per minute there after.**

## **TRANSPORTATION**

Children bicycling to camp should remember to bring a lock to secure their bicycles. Remind your child never to cross the street or parking lot unless he/she has checked in both directions, and it is clear to cross.

## **DROP-OFF & PICK-UP PROCEDURES**

In order to ensure your child's safety, the counselors have been instructed to remain with their campers until the campers parent arrives. If someone other than the parent is picking up your camper, please notify the camp director in writing. We will not let your child leave with anyone other than the parents without prior permission.

If you and other parents will be forming a carpool, please notify the Camp Director of all the names of the campers in the carpool and those parents who will be driving.

If your child is walking or biking to or from camp, please send a note explaining this and giving permission for his/her counselor to dismiss him/her at the end of camp everyday.

## **SPECIAL PICK-UP REQUEST**

If you must pick up your child during camp hours for any reason, these arrangements must be made in advance. A note to your child's Counselor is necessary to ensure that we have your child at the proper location at the necessary time. We strongly encourage you to limit these special requests as our schedules are hectic and we occasionally must adjust activities at the last minute.

## **MISSING OR LEAVING CAMP**

If your child needs to leave camp early or will be coming late one day, please send a note to their counselor.

## **GROUP SWITCHING**

Group switching is not encouraged. All requests received by the director prior to June 11<sup>th</sup> have been honored as best as possible. If a group switch is needed after camp begins, it must be made in writing and received the first week of camp. A switch will only be made if the integrity of groups can remain intact. After the first week, **NO CHANGES WILL BE MADE.**

## **SNACKS**

Each child should bring a snack of their choice each day. A refrigerator is not available, please pack accordingly. Full day campers need two snacks.

## **LUNCHES**

Full day campers must provide their own sack lunch. Coolers for lunches are not provided, so please pack appropriate food. Campers get hungry and thirsty often, please send a thermos or water bottle and a small snack daily. If half-day campers would like to bring a lunch they may. We will eat lunch at 12:05 each day.

## **MEDICATION POLICY**

If your child takes any medication during the day, you need to complete a Medication Consent Form(available at the main office). This must be submitted before the first day of camp. Medication must be sent in its original container.

## CAMP ATTIRE

Campers should wear comfortable clothing such as jeans, shorts, and T-shirts. We ask that children refrain from wearing good clothes to camp. **Gym shoes should be worn each day.** Also, parents may wish to send an extra set of clothes that may be kept at camp in case of accidents.

Each camper will receive one camp T-shirt. We will make every effort to see that your child gets the proper size.

Please label all bathing suits, towels, jackets, and bags. This will help us identify lost items. **It is also very important to send sunscreen with your camper, or to apply it before camp since we do spend the majority of time outside.**

## EXTREME HEAT

In the case of extreme heat, the Winnetka Park District will provide plenty of cold water, keep campers in the shade and plan low-key activities. **PLEASE NOTE:** We respect your judgement for what is best for your child if you choose to keep him/her at home on very hot days.

## RAINY DAY PROCEDURES

Happiness Is meets rain or shine in case of rain the camp will be moved indoors at the schools.

## BEACH DAYS

At " Happiness Is " every Monday (Greeley) & Wednesday (Hubbard Woods) is Beach Day. Camp runs its regular hours, but campers will be dropped off and picked up at the top of Tower Road Beach in the grass on the east end of the parking lot ( Tower & Sheridan Rd). **To keep traffic moving please pull up and around as far as possible in the lot to avoid a back up at Sheridan and Tower.** Campers should wear bathing suits to camp and can bring clothes to change. We will be down at the beach from 9:20-11:45 a.m., and 1:00-2:45 p.m.. We will conduct other camp activities on beach days besides swimming. Bathroom facilities are available. Lifeguards will be notified of camp beach days. Our counselors have been instructed to be extra cautious of campers safety. Please do not forget to apply and send sunscreen with your child. We are anticipating beach days to be a great asset for camp and enjoyable way to break up a hot week!

## RAIN OUT

In case of rain or cold on beach days, please call 446-0080 by 8:30 a.m. to see where camp is meeting. This is only a rainout line, please do not leave messages. If you need to speak with someone directly call 501-2040.

## SPECIAL EVENTS

There are several special events planned for the summer. If campers need any supplies or costumes he or she will receive this information in the weekly newsletter sent home on Fridays.

## EMERGENCY FORMS

Please fill out the Emergency form included in this packet. The forms will be kept on file at the campsite at all times. You can drop the form off at the Park District office or bring it to camp the first day. If we do not have an emergency form for your child by Monday, June 21<sup>st</sup> he/she will not be able to attend camp until the form is received.

## SPECIAL NEEDS

Every year we encounter situations where, due to lack of information from parents, staff struggles to understand the best means to help children more effectively participate. For your child's sake and to make sure your child has the best opportunity to achieve a satisfying experience, please take the time to provide us with any relevant

details of special needs or special information. Please use the enclosed Camper Emergency Form to explain your child's special information. Examples of information to note include but are not limited to:

1. Special medications for allergies or illness (including food allergies).
2. Special counseling your child has received or is receiving.
3. Any special fears-i.e. swimming, animals etc.
4. Attention deficit disorder or if on any special behavior plans.
5. Special accommodation needs in accordance with the Americans with Disabilities Act.

Any information we receive will be kept confidential between the Park District, the Camp Director and the Counselor supervising your child. The Park District cannot, and will not deny participation to any child due to the information your provide.

### **LOST & FOUND**

A lost and found will be set up at both Hubbard Woods and Greeley Schools. There will be a designated box for lost and found items. If your child does lose something just ask the counselors or director to show you to the lost and found box.

### **NEWSLETTERS**

Camp newsletters will be sent home with campers every Friday. The newsletters will inform parents of what the children did that week, along with a schedule of events of the upcoming week. Also, any special days or special things the children need for the next week will be indicated in the newsletter. Daily updates are sent home periodically with pertinent camp information.

### **PARTICIPANT RATIOS**

At camp "Happiness Is" the camper/counselor ratio is 10:1 and children are grouped according to their age.

### **CAMPER GUIDELINES**

To help make this summer enriching for all participants, please discuss the following reminders with your child:

- ❖ Speak kindly to others and use appropriate language.
- ❖ Be courteous and remember to say "please" and "thank you".
- ❖ Respect and listen to counselors (Let them know if any problems occur).
- ❖ Be patient with other campers and respect their feelings.
- ❖ Respect the property of fellow campers, counselors and the Park District.
- ❖ Treat surroundings with respect and care.

### **DISCHARGE POLICY**

Children may be discharged from a Park District camp if they cause a problem that poses immediate danger to the welfare of the participants and/or detrimental to the quality of the camp operation. It is the Park District's policy that discharge is the last resort but will be implemented if the Park District feels this is in the best interest of the District and its camp participants.

A decision that results in discharge will be handled in the following manner.

1. Parent(s)/guardian(s) will receive a call from the Camp Supervisor to set up personal meeting with the parents and staff.
2. This meeting will outline the nature of the problem that has resulted in the discharge decision.

3. As a follow-up to the meeting, the parent(s)/guardian(s) will receive a letter that confirms the discharge action.

### **PARENT GUIDELINES**

- ❖ Please read your manual carefully and call Rochelle Kruse, Recreation Supervisor, at 501-2040 if anything is unclear.
- ❖ Emergency forms must be properly filled out and brought in by the first day of camp.
- ❖ Prompt drop-off and pick-up is very important. Campers get very nervous when they are left to wait.
- ❖ Use extreme caution when driving around the campsite.
- ❖ Please be patient during drop-off and pick-up. Follow the line of cars, and we will load and unload as quickly as possible with SAFETY our #1 priority.
- ❖ Please label lunch bags and all personal belongings (i.e. swimsuit, towel, etc.). We cannot be responsible for misplaced items, and having items labeled makes them easier to identify.
- ❖ Notify the Camp Director if someone else is picking up your child.
- ❖ Medication must be kept by the Camp Director. Do not send medication in your child's lunch.
- ❖ Ask your child how his/her camp day went. Report any problems immediately to the Camp Director.

### **PROGRAM EVALUATION**

We are constantly trying to improve our programs at the Winnetka Park District and any feedback that we get is helpful. At the end of camp we will be emailing an evaluation form to fill out. We urge you to take the time to respond. If at anytime during camp you have any comments or suggestions feel free to contact your director or Rochelle Kruse.

## **IMPORTANT PHONE NUMBERS**

Park District Main Office 501-2040

Rain Out Number 446-0080

**We are anxious to meet all of you and your children and are looking forward to an exciting and fun summer!!!**