

Counselors-in-Training
Parent Manual



2019



June 2nd, 2019

Dear Parents,

Thank you for choosing the Winnetka Park District for your summer camp experience. We truly appreciate the decision to send your child to camp and hope we make this a safe, fun, and memorable summer.

The **Counselor-in-Training** program provides children entering 7th – 9th grade an exciting opportunity to participate in camp from a new perspective. This camp allows them to gain valuable knowledge and experience while still maintaining a lot of the more enjoyable aspects of summer camp.

Camp officially begins on Wednesday, June 12th at the Elder Ln. Beach House. *The second session orientation date is still TBD, but it will likely be during the week of July 1st.* The first day of camp will be spent at Elder Ln. Beach House reviewing many of the responsibilities and expectations for the CIT during camp (as well as a potential future counselor). The second portion of camp is spent onsite working alongside staff as a CIT.

Please take a few brief moments to look over the enclosed materials. While there is quite a bit of information—which I highly recommend reviewing—there is a table of contents to help you decipher any specific questions you may have in your mind. *There is also an **emergency form** in the back of your manual which needs to be **reviewed, signed, and returned** by the time camp begins.*

Please note that by completing the Counselor-in-Training program your child is NOT guaranteed any future position with the Winnetka Park District.

If you have any issues prior to the start of camp, please contact us at (847) 501-2040. Once camp starts, please contact the camp director with any issues that may arise. We hope your child has a wonderful summer.

Sincerely,

Toby Ross
Recreation Supervisor

Isabel Egan
Camp Director



540 HIBBARD ROAD, WINNETKA, IL 60093
Email: wpdinfo@winpark.org

847-501-2040, FAX: 847-501-5779
Website: www.winnpark.org



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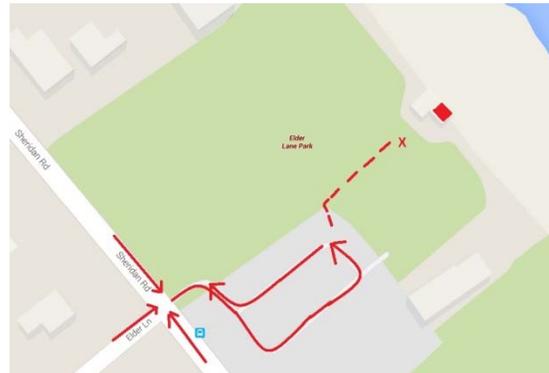
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IMPORTANT WPD CONTACT INFORMATION

- ❖ Isabel Egan, *Counselors-in-Training & Junior Counselors Director*: (847) 770-0824
- ❖ Katie Lauer, *Kiddie Camp Director*: (847) 770-0818
- ❖ Julia Melio, *Happiness Is Camp Director*: (847) 770-0819
- ❖ Toby Ross, *Recreation Supervisor*: (847) 501-2071; tross@winpark.org
- ❖ **Rainout Line**: (847) 563-3131; <http://www.winpark.org/weather-cancellations/>
- ❖ Winnetka Park District: (847) 501-2040; <http://www.winpark.org>

LOCATION

The first day of the Counselors-in-Training program will take place in the Elder Ln. Beach House. After this initial training period, campers will shift locations to their specific Kiddie Camp and Happiness Is. This year, both Kiddie Camp & Happiness Is camps are located at Crow Island School. Your camp director will provide you with specific drop-off and pick-up information for the site at which your child registered for the remainder of camp.



DATES

The Counselors-in-Training Session I runs from June 17th through July 5th with Session II running from July 8th through July 26th. Upon completion of the Counselor-in-Training program your child becomes qualified to register for the Jr. Counselor program. Please see the welcome letter for information regarding CIT orientation dates.

There will be NO camp on Thursday, July 4th; however, we strongly urge everyone to take part in our Fourth of July Celebration which includes the Parade at 10:00am (campers can even walk in the parade!), Events on the Green immediately following, Fourthfest at 6:00pm, and the Fireworks display at ~9:20pm.

TIMES

For the first day, camp will run from 10:00am – 3:00pm regardless of what you camp you registered (e.g., even if you signed up for CIT KC MWF which ends at 11:50am, you need to stay the entire time for the first day). After the first day, CiTs will begin their onsite training and their hours may increase or be reduced depending on the camp for which they are registered.

PARENT NIGHT

Join us for an informational parent meeting on **Tuesday, June 4th at 7:00pm** in the Park District Community Room at 540 Hibbard Rd. This meeting can be an excellent opportunity to ask any specific questions you

may have regarding the program, or receive clarification on anything written in this manual, as well as meet the camp director. After a brief overview of some frequently asked questions, we will break into small groups with each camp director available for questions.

ATTENDANCE POLICY

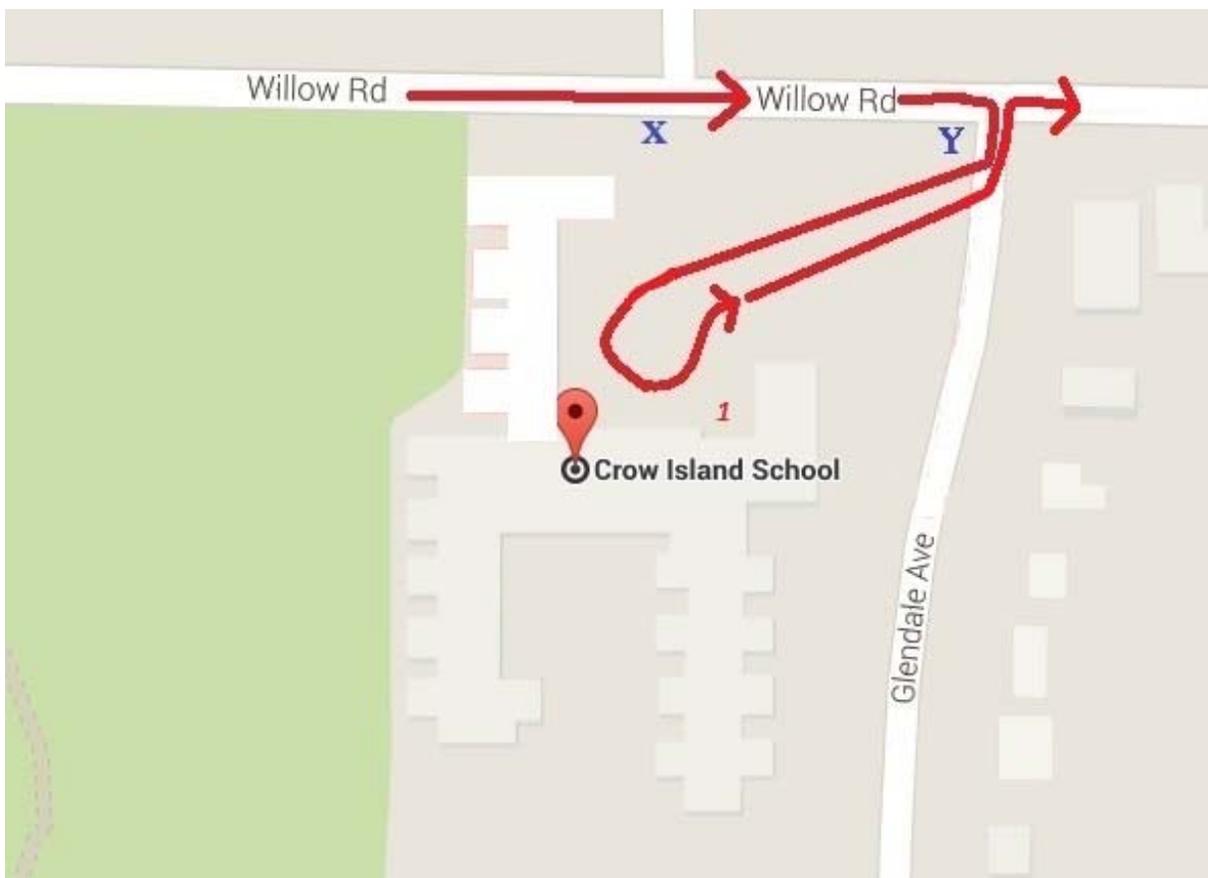
In order to ensure the safety of our campers, we ask that you let us know if your child will be leaving early or missing camp. If you have prior knowledge of an absence, please put it in writing and give it to your child's counselor or the camp director. If your child is not present at camp and we did not receive any notification, we will contact you to determine the cause of the absence.

If you do not have advanced notice (illness, etc.), **please call the camp director** by 8:40am to report the absence or special pick-up request. If no one is available to answer your call, please leave a message.

DROP-OFF

Please follow the instructions provided by your camp director regarding specific site drop-off for your updated camp location. Please obey the staff and the signs posted to keep traffic flowing. If there are any special notes that need to be passed along to your child's counselor or director, please make sure to indicate it at this time.

Kiddie Camp & Happiness Is drop-off locations



PICK-UP

Pick-up will occur in the same location and follow the same procedures with an added component of your child being signed out of camp. To help expedite the pick-up process, **I encourage everyone to write their last name (in big letters) on a sheet of paper and throw it in their window to help us identify vehicles as early as possible.** If anyone other than the parent is picking up your camper, please notify the camp director with a written note indicating the name and phone number of the person who is approved to sign your child out of camp. Without a written note, only authorized individuals and parents may sign their child out of camp. Please complete the attached *Emergency Form* and complete the Authorized Sign-out List if you have someone who will be picking up your child regularly (e.g. babysitter, grandparent, etc.). ***Camp staff have been instructed to NOT let campers leave with anyone other than their parents, pre-authorized individuals, or someone temporarily authorized from a written note. Staff may ask to see a photo ID if they do not recognize the person picking up the child and have the right to refuse dismissal until appropriate confirmation has been determined.*** Thank you for your cooperation in this matter.

If your child is walking or biking to or from camp, please check the appropriate box on the emergency form granting permission for his/her counselor to dismiss him/her at the end of camp each day. **Your child will not be allowed to sign themselves out of camp early for any reason.**

******For the safety of your children we require that counselors remain on-site until all their children have left. Please reciprocate this courtesy by being on time at dismissal. If an emergency arises and you know you will be late, please call your camp director. Tardiness will result in fines. Fines will be \$10 for the first 15 minutes and \$5 per minute thereafter.******

BICYCLING

If your child will be allowed to ride his or her bicycle to camp, and subsequently be able to sign themselves in and out of camp, you must fill out the attached *Emergency Form* (page 13) at the back of this manual, check the appropriate box, and return it to your camp director before your child may be allowed to leave on their own accord. Your child will **not** be allowed to **sign themselves out of camp early** for any reason.

Children bicycling to camp are strongly encouraged to bring a lock to secure their bicycles.

The Winnetka Park District will not be held responsible for any lost or stolen equipment at camp.

VISITING CAMP

Anyone visiting camp should contact their specific camp director to gain access to the school. All doors to the schools will be locked at all times, but there *may* be an attendant at the main entrances should you need to come to camp for some reason. You will be required to produce photographic identification, sign in to the visitors' log, and wear a name badge. Valid forms of identification include: driver's license, state ID, or student ID. In the event a visitor does not have proper identification, the guest will be asked to leave the grounds and return to camp after identification has been procured. If no attendant is present,

please contact your camp director. If any person fails to cooperate with staff regarding these procedures, they will be referred to Toby Ross, and if necessary, the Winnetka Police Department.

Upon departure, visitors should sign out and return their name badge.

The only reason to visit camp outside of drop-off and pick-up would be to deliver something left behind or to pick-up a child early. Please see the *Attendance Policy* above for instructions on how to pick-up your child early from camp.

ATTIRE

CiTs should wear comfortable clothing that is alright to get messy. We ask that you refrain from sending them to camp in good clothes. Gym shoes or sandals with straps should be worn each day. **Flip-flops are NOT appropriate for camp.**

Each CiT will receive two camp t-shirts that should be worn each day. We will make every effort to see that your child gets the proper size.

GROUPS

Due to the format of the CIT program, we do not set the children into specifically defined groups of their peers.

SNACK(S) & LUNCH

Each day you should send your child to camp with a snack and drink. Campers who stay all day or until 1:00pm should bring a lunch and an additional snack for the afternoon portion of camp. Lunch will be eaten at approximately 12:10pm each day. If your child is uninterested in eating lunch with the campers and they are leaving at 1:00pm, they may opt not to and just wait until they get home. There will be NO access to any type of refrigeration, so please pack their snack(s)/lunch accordingly. Please also make sure to check out our optional, fee-based lunch service at <https://marlaslunch.orderlunches.com/> for purchasable lunch options and avoid worrying about packing a lunch every day! **Orders must be placed by 10:00am on the Wednesday the week before!** Make sure when you are picking a camp, you are selecting the site which you are attending after the training days. More information pertaining to Marla's Lunch can also be found on page 7.

Due to the ever increasing rash of food allergies in our society, we do ask that you make every attempt to be as considerate as possible and make efforts to avoid sending your children with foods typically beleaguered with dangerous reactions (e.g. peanuts). Please read our Allergies section on page 10 for more information.



WINNETKA PARK DISTRICT REGISTRATION PAGE

REGISTRATION AND ORDERING WILL BEGIN ON JUNE 1st, 2019

WEEKLY ORDER LOCKOUT is every Wednesday at 10 am.

NEW CAMPERS

GO to: www.marlaslunchordering.com (bookmark that page)

1. Click on **Create an Account**: Password for your Camp: **wpd310**
2. **Sign In** with your username & password
3. To begin ordering click on the **calendar date** – First Lunch Date is: **June 17th**

RETURNING CAMPERS

USERNAMES & PASSWORDS ARE THE SAME FROM LAST YEAR!!!

(If you forgot your username & password, please call 224-269-0068)

1. GO to: www.marlaslunchordering.com (bookmark that page)
2. Sign In with your existing username & password
3. Update Campers Profile - Click on name, add their camp location from drop down & click “update profile”
4. If a student has graduated, select their name & click “remove profile”
5. Once all profiles are updated you can begin placing orders

FIRST LUNCH DATE:

To receive lunch the first week, orders must be placed by Wednesday 6/12 at 10am.

PAYMENT INFORMATION The program accepts payment by Debit Card or Credit Card: Visa, MasterCard & Discover

- **QUESTIONS:** email marlaslunchinfo@gmail.com or call **224.269.0068**

Thank you for participating in our lunch program!

BEACH DAY

CITs positioned at Kiddie Camp will not go to the beach.

Every Thursday, Happiness Is will meet at one of Winnetka's finest amenities, Tower Road Beach. Camp runs its normal hours, but campers need to be picked up and dropped off at Tower Road Park on the east end of the upper parking lot (Tower Rd. & Sheridan Rd.). To keep traffic flowing, please follow the instructions of the staff and pull up and around as far as possible in the lot to avoid cars backing up onto Tower Rd. & Sheridan Rd.

Campers should come to camp wearing their bathing suits with a change of clothes packed in a bag along with their snack(s and lunch). **As a CIT, the expectation will be that they will get into the water unless discussed previously with the camp director.**

We take the safety of our camps while at the lakefront very seriously. The lakefront staff is intensely trained and informed of the added presence and increased participation on the beach. ***In addition to the normal lifeguards on duty, an extra lakefront staff will be guarding the water on camp days to further ensure their safety.***

FIELD TRIPS

Campers at Kiddie Camp do not go on any field trips and thus CITs at Kiddie Camp will not either.

Campers at Happiness Is will go on a couple trips throughout the summer and these will be specifically designated ahead of time. We depart for most field trips at approximately 9:15am and will return just before 12:00pm so it is imperative that you drop your child off on time. There is no additional fee to participate on field trip days. ***Please note that due to outstanding circumstances (e.g. weather, rain-outs, rescheduling), trips may be added, removed, and/or altered from the list provided.***

RAINOUT LINE & RAINY DAY PROCEDURES

Camp meets rain or shine; if it is raining, we will remain indoors and amend our schedule appropriately. Some field trips may be adjusted due to weather. Please call the Winnetka Park District's rainout line at **(847) 563-3131**. Any previous number or procedures are no longer functioning as we have transitioned to this new and more efficient system. Please note that this is the Park District's rainout line for the entire district, so there will be a multitude of various options including fields, beaches, etc. You can access this information in a variety of ways: you can call the number listed above, check the website at <http://www.winpark.org/weather-cancellations/>, and can even sign up for mobile and email alerts. Just remember to be specific when registering for alerts, as you may be inundated with unwanted texts/emails if you don't specify the location desired. This will only be updated in the event of poor weather conditions starting at least 30 minutes before camp. Please make every effort to utilize the rainout line on these days and avoid contacting the front desk. If the message does not accurately reflect the appropriate day / time, please refresh the site/app—it will be updated at least thirty (30) minutes prior to camp.

SUNSCREEN POLICY

It is vital to apply sunscreen to your camper **before** camp. You may elect to send sunscreen with your camper in their bag, but please note that camp counselors will **not** apply sunscreen that requires it be physically applied. As an alternative, you may send a spray-on sunscreen with your child which we can apply.

EXTREME HEAT

In cases of extreme heat, the Winnetka Park District will provide plenty of water, keep campers indoors or the shade, and plan relatively low-key activities. We respect your judgment for what is best for your child if you wish to send them to camp or keep them home.

LOST & FOUND

If your child loses any item while at camp, please contact your child's camp counselor or the camp director. There will be a designated box at your camp site for any lost items. The Park District strongly urges you to label everything you send to camp.

Any items not recovered by the last day of camp will be taken to the Park District Administrative Office at 540 Hibbard Rd. Anything not picked up thirty (30) days after camp will be donated or thrown away. ***The Winnetka Park District will not be liable for any lost items while your child attends camp.***

JUNIOR COUNSELORS

A Junior Counselor is a lot like a Counselor-in-Training, except they have already been through orientation and a full session of camp. Oftentimes CiTs from session one will continue on to session two --or return the following year--as a JC. As a JC, you do not need to go through the mandatory CiT orientation a second time. Beyond the exclusion in orientation and an expectation of previous knowledge, a CiT and JC are very similar in roles and responsibilities.

EMERGENCY CONTACT INFORMATION

Please fill out the *Emergency Form* attached to the back of this packet (page 13). The form will be kept on file at the camp site at all times. You can drop the form off at the Park District Administrative Office, fax it to (847) 501-5779, e-mail it to tross@winpark.org prior to the start of camp, or bring it to the first day of camp (just make sure it gets in the hands of your child's counselor!). After the first day of camp, please do not drop these documents off at the office.

ADDITIONAL MEDICATION FORM

If your child takes any medication throughout the day and/or has an allergy for which they have an epi-pen or inhaler, you must complete the *Medication Consent Form* prior to the first day of camp. This form is available at the front desk of the Winnetka Park District Administrative Office or via email by contacting Toby Ross at tross@winpark.org and requesting the documents.

ALLERGIES

Many children have food allergies ranging from mild to severe anaphylactic reactions. If your child is diagnosed with a food allergy, **please** make sure you fill out our additional medication forms located at the front desk or ask your camp director for a copy. **It is imperative for staff to be aware of any such conditions as soon as your child steps foot on our campsite.**

All campers will wash their hands with soap and water (not hand sanitizer) before and after eating and encouraged at other times throughout the day.

In addition, peanut/nut-free or other allergen-free tables will be provided, as needed. The allergen-free table will be located where it minimizes the isolation of allergic students. Staff will remain cognizant of any bullying and/or teasing behavior toward a food-allergic student and report any incidents to the camp director and Recreation Supervisor. Campers with allergies cannot sit at a table with anyone eating anything with nuts unless specifically seated next to a counselor who is watching to make sure no food is being exchanged or touched, and that no other kids touch her while eating. After eating, tables and chairs will be wiped down to make sure nothing with nuts has been left behind.

We ask all parents to be courteous of the well-being of all the children at camp and encourage everyone to avoid foods potentially harmful to those around them. Sharing food between staff and campers or campers and campers is strictly prohibited while at camp. If you are interested in bringing a special treat for your camp group, contact your camp director ahead of time so everyone can plan accordingly. Homemade foods, including foods prepared by parents or staff, are never permitted for sharing among campers. Any group snacks or treats to be shared with campers must be commercially made and include an ingredient label printed on the packaging by the manufacturer. No outside food will be permitted unless explicitly reviewed for proper labeling by the camp director and/or Recreation Supervisor in advance.

(e.g., Imagine how your child would feel if they were not able to enjoy some type of delicious treat that was brought to camp on a whim while everyone else was able)

SPECIAL NEEDS

Every year we encounter situations where 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 *Emergency Form* to explain your child's special assistance. Examples of information to note include, but are not limited to:

- ❖ Special medications for allergies or illness (**especially food allergies**)
- ❖ Special counseling your child has received or is receiving
- ❖ Any special fears (e.g. swimming, animals, etc.)
- ❖ Attention deficit disorder or if on any special behavior plans
- ❖ Special accommodation needs in accordance with the Americans with Disabilities Act

Any information we receive will be kept strictly 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 you provide.

If you have not been contacted regarding ADA accommodations, please contact Toby Ross at tross@winpark.org or (847) 501-2071 immediately.

PARENT GUIDELINES

- ❖ Please read your parent manual thoroughly
- ❖ Emergency forms must be properly filled out and submitted to the Recreation Supervisor or Camp Director prior to your child starting camp (you may deliver these on your first day, just make sure your counselor gets it!).
- ❖ Prompt drop-off and pick-up is very crucial to the flow of camp. Campers often get very concerned if they are the last one picked up.
- ❖ Use extreme caution when driving around the campsite.
- ❖ Please be patient during drop-off and pick-up; follow the staff instructions so we can load and unload as quickly as possible. Please remember that the children's SAFETY is our top priority.
- ❖ Please label all personal belongings (e.g. lunches, swimsuit, towel, extra clothes, hats, water bottles, etc.). We cannot be responsible for misplaced items, and having items labeled makes them easier to identify and return.
- ❖ Notify your camp director if someone else is picking up your child or you are having ANY issues at camp
- ❖ **Medication (such as epi-pens) 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.
- ❖ Remind your children to speak kindly to others and use appropriate language while at camp
- ❖ Also remind them to be respectful of all school district property and Park District supplies

CELLPHONE/PORTABLE ELECTRONICS POLICY

We recognize that many campers carry cellphones or other portable video game devices. We strongly recommend that these items not be brought to camp. While we respect any decision regarding electronics, campers may not use any such devices while at camp without the specific approval of the camp director. If electronic devices are brought to camp, they must stay in the campers bag at all times.

The Winnetka Park District will not be liable for any lost items while your child attends camp.

DISCIPLINE

Staff will go over the rules with the campers on the first day (as well as periodically review these rules) to make sure everyone understands the types of behavior that will be expected while at camp. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. Counselors and the director will determine the severity of the action required, but it will typically begin with a verbal warning. Any repeated warnings or more severe punishments (e.g. time-outs) will be reported to the camp director and the parents that day. Further observation and discussions will occur depending on the severity and frequency of the behavioral issue.

The Winnetka Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others. Please see the *Discharge Policy* in the section below.

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 are 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.

Discharge will occur after the parent(s)/guardian(s) of the child in question have met with the Recreation Supervisor and any other necessary staff to review the issues that have resulted in the discharge. As a follow-up to the meeting, the parent(s)/guardian(s) will receive a letter confirming the Park District's discharge decision.

PROGRAM EVALUATION

We are constantly trying to improve our programs at the Winnetka Park District and any feedback—positive or negative—is helpful. If at any time during camp you have any comments or suggestions, please feel free to contact the camp director or Toby Ross at tross@winpark.org. **Please don't just wait until the end of season survey to let us know what's going on!** You will also receive a brief electronic survey at the end of the camp which I hope you spend a few moments completing.



WINNETKA PARK DISTRICT CAMP EMERGENCY FORM



PLEASE COMPLETE INDIVIDUALLY FOR EACH CHILD AT CAMP

PARENT/GUARDIAN CONTACT INFORMATION

ADDRESS: _____

MOTHER/GUARDIAN NAME: _____

CELL PHONE: _____ ALT PHONE: _____

FATHER/GUARDIAN NAME: _____

CELL PHONE: _____ ALT PHONE: _____

AUTHORIZED SIGN-OUT LIST

Your child will not be released to anyone other than the **parent/guardian** names written above **unless** listed in the space below. By adding a name to this document, you are granting that individual the authority to sign-out your child from camp*:

<u>FIRST & LAST NAME</u>	<u>RELATIONSHIP</u>	<u>PHONE #</u>

*This list is for **REGULAR** pick-ups, not someone who might one day pick-up your child. Any additional special pick-up requests (e.g. playdates) need to be made in writing and given to the camp director.*

Please check the following box** **ONLY IF** you will allow your child to walk and/or ride their bicycle to and from camp **unescorted**:
By checking this box you further allow the counselors of the Winnetka Park District the ability to release your child **at the end of the camp day** provided they sign themselves out. This does **not** grant your child permission to sign themselves out of camp early or for any reason other than end of the day dismissal.

****Children attending KIDDIE CAMP or HAPPINESS IS are NOT permitted to arrive or depart from camp alone—even if this box is checked.**

OTHER EMERGENCY CONTACT INFORMATION

Please contact the person(s) below in the event the parent/guardians cannot be reached.

NAME: _____ RELATIONSHIP: _____ CONTACT PHONE: (____) _____ - _____

NAME: _____ RELATIONSHIP: _____ CONTACT PHONE: (____) _____ - _____

PRIMARY CARE PHYSICIAN'S NAME: _____ PHONE: (____) _____ - _____

DOES YOUR CHILD HAVE ANY PHYSICAL OR MEDICAL PROBLEMS THAT CAMP STAFF SHOULD BE AWARE OF? _____

PLEASE DESCRIBE ANY OTHER INFORMATION ABOUT YOUR CHILD THAT WOULD BE HELPFUL TO THE STAFF (SWIMMING ABILITY, EFFECTIVE TYPES OF DISCIPLINE, RUNNER, ETC.): _____

LIST ANY SIBLINGS AT THIS OR OTHER WPD CAMPS: _____

I understand and agree to all the content contained in the Camp Parent Manual which I received or viewed online and read through in its entirety. I further agree to allow my child to be transported via bus or van for various reasons including camp field trips that may or may not be listed in the camp manual or for emergency conditions (e.g., inclement weather while at the beach).

The information provided above is accurate and was completed by a parent/guardian of the child on this form.

NAME OF PARENT/GUARDIAN: _____ SIGNATURE: _____ DATE: _____

PARTICIPATION CAN BE DENIED if the signature of the child's parent/guardian and date are not on this form.

PARTICIPANT INFORMATION

CAMPER'S NAME: _____

BIRTH DATE: _____ GENDER: Male Female

ALLERGIES: _____
[please list any medications below]

CELL PHONE: (____) _____ - _____

E-MAIL: _____

CAMP ATTENDING: _____