



June 3rd, 2016

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.

For many of you, enrolling your child in our **Happiness Is I** program will be your first experience with the Winnetka Park District summer camps. We would like to assure you that we do everything that we can to make this summer as fun-filled and safe for your child as possible. Happiness Is I will provide an ideal opportunity for your child to meet new friends and have an enjoyable summer while participating in both unstructured and structured activities like sports, games, nature, arts & crafts, recreational activities, and water play.

Camp officially begins on Monday, June 13th at Crow Island School.

Please take a few brief moments to look over the enclosed materials (**especially the drop-off procedure**). 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. Please note that there are different policies and procedures for each of our summer camps; if you have children attending multiple WPD camps please make sure to look for differences (e.g. drop-off and pick-up). *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.*

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

Sarah Denton
Camp Director



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

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



recycled paper

Happiness Is 1
Parent Manual



2016



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IMPORTANT WPD CONTACT INFORMATION

- ❖ Sarah Denton, *Happiness Is I Camp Director*: (847) 770-0814
- ❖ Toby Ross, *Recreation Supervisor*: (847) 501-2071; tross@winpark.org
- ❖ **UPDATED!** Rainout Line: (847) 563-3131; <http://www.winpark.org/weather-cancellations/>
- ❖ Winnetka Park District: (847) 501-2040; <http://www.winpark.org>

LOCATION

Happiness Is I will take place on the northwest side of Crow Island School. Drop-off will occur in the turn-around of the school. Please see the *Drop-off & Pick-up* sections of this manual for your specific procedures.

DATES

Happiness Is I runs from June 13th through July 29th. Extended Camp begins the following week from August 1st through August 5th. If you haven't already done so, please consider us for the final week of camp as the fun continues into August!

There will be NO camp on Monday, 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

Camp runs every day from 8:50 – 11:50am. You can extend your day an extra hour by signing up for Lunch Bunch and stay until 12:50pm!

PARENT NIGHT

Join us for an informational parent meeting on **Tuesday, June 7th at 5:30pm** 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.

Camper group placement will NOT be addressed at this meeting.

You will receive a phone call from your counselor the weekend before camp.

OPEN HOUSE

Swing by Crow Island School between **4:00-5:00pm on Friday, June 10th** to meet your child's counselor, see the site, and even find out your camp group early. This is a fantastic opportunity to alleviate any first day jitters, drop off your emergency form, and help make those initial drop-offs the first couple

days run smoothly. Please find staff outside Crow Island along circle drive to help direct you inside! You can drop in at any point during the allotted time.

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 you do not have advanced notice (illness, etc.), please call the camp director at (847) 770-0814 by 8:50am to report the absence or special pick-up request. If no one is available to answer your call, please leave a message.

DROP-OFF

Drop-off for Happiness Is I will be in the circle drive located on the north side of Crow Island School as indicated by the D on the below map. You will enter the turn-around via Glendale Ave. off of Willow Rd. After dropping off your child you may either turn left and head to Willow Rd. going east or right back onto Glendale and exit south. Happiness Is II will be doing their drop-off along the southeast side of the school so please be patient and bear with us as we work to get everyone out of their cars safely each morning.



Drop-off will be congested and very challenging for everyone involved, so please be patient and plan accordingly. Even though Happiness Is I will begin ten minutes earlier than Happiness Is II in an effort to hopefully alleviate some of the congestion, there will still be MANY children from both Happiness Is I and Happiness Is II being dropped off so please remember to drive slowly and cautiously.

IMPORTANT TRAFFIC REMINDERS

PLEASE READ THIS ENTIRE SECTION

- 1) **DRIVE SLOWLY AND ALERTLY** – There are MANY children around. Put away your cell phones.
- 2) Please **respect all staff** on traffic duty and listen to their instructions. It is never ok to force your way through a crossing guard while in a vehicle because you may be in a rush.
- 3) Understand and recognize that Glendale Ave. is a **residential street** and we need to make our presence, albeit a large one, as minimal as possible on a day-to-day basis in an effort not to impact the lives of those living along this street.
- 4) The letters **X & Y** represent crossing guard locations. Please wait for their signal and assistance if you are walking or biking to camp.
- 5) When coming **eastbound on Willow Rd.**, you may only enter Glendale Ave. via the bus lane. Please wait until signaled by the crossing guard to turn right. If there is back-up along Willow, please be patient. Do NOT stay on Willow and block the road. You may sit in this lane while waiting to make a right turn, but this is **NOT** an area where you may park your car to drop-off or pick-up your child.
- 6) When coming **westbound on Willow Rd.**, you may **NOT** enter the circle entrance this way. You must continue on down Glendale Ave. south. Do not attempt to circumvent traffic lines.
- 7) If you are dropping off a camper at Happiness Is 1 and a Happiness Is 2 camper, please drop off your child at HI1 first in the circle drive, then exit south and head towards the blacktop entry south of the school.
- 8) When turning **southbound** onto Glendale Ave., never block any intersection, including the one to the circle drive just below the Y on the map. This intersection needs to remain open at all times so cars can safely enter Glendale Ave.
- 9) Always **pull up as far as possible** towards the staff. Parking in the circle is **strictly prohibited** for parents during drop-off and pick-up. If you need to get out of your car, please pull as far up as possible towards the main entrance to the school or past the school's blacktop entry at the south of the school and walk.
- 10) **When at all possible, please remain in your car! Counselors will assist your child with seat-belts and backpacks if necessary. This is absolutely vital for keeping the flow of traffic moving and to avoid potential back-ups.** In lieu of all this—when possible—please carpool or find alternate means of transportation (e.g. walk, bike).
- 11) Note that **Glendale Ave. south of Willow is a one-way street during drop-off and pick-up heading southbound.** You may; however, exit the circle and go north, but you **MUST** exit on to Willow going east. If you are heading towards HI2, you may not turn around after you've made the commitment to go that direction. Follow the streets south, then east, then north to exit.

PICK-UP

Pick-up will occur in the same location and follow the same general procedures except for the campers being located further into the turn-around as shown by the letter P and with an added component of signing your 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.). 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. ***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.

*****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 at (847) 770-0814. Tardiness will result in fines. Fines will be \$10 for the first 15 minutes and \$5 per minute thereafter.*****

BICYCLING

While Happiness Is I campers may ride their bikes to and from camp with an adult, they **CANNOT** leave camp without an approved contact signing them out. They are **never** allowed to leave camp on their own accord. Please make note of this as you plan your summer.

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

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

Any and all visitors to camp must enter through the main entrance of Crow Island School on the north end of the building. All doors to the school will be locked at all times, but an attendant may reside at the main entrance should you need to come to camp for some reason. You will be required to produce photographic identification, 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.

Your child's safety is our highest priority and we thank you for your cooperation.

ATTIRE

Campers 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 should be worn each day; **flip-flops are NOT appropriate for camp.**

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

SNACKS & LUNCH

Each day you should send your child to camp with a snack and drink. If you are staying for Lunch Bunch, make sure to also pack a sack lunch. There will be NO access to any type of refrigeration, so please pack their snack 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! Please read our Allergies section on page 10 for more information.

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).

GROUPS

You will be contacted the weekend prior to the start of camp by your camp counselor. If, for some reason, you did not get the chance to communicate with your camp counselor, please direct your concerns to the camp director on the first day of camp. They have access to all group information and will be able to lead your child to their group.

Group switching is strongly discouraged; however, we realize there can be outstanding circumstances that occur during those highly scrutinized first days of camp. While we strive to honor all requests received prior to June 1st, there are times when something may have gone awry for any number of reasons. Please speak with your camp director to make any formal group change request. They will do what they can in order to best accommodate your situation.

After the third day of camp, absolutely NO CHANGES to groups will be made.

PARTICIPANT RATIOS

The camper to counselor ratio at Happiness Is 1 strives to keep a better than 5:1 ratio at all times, but will never exceed a ratio of 6:1.

FIELD TRIPS

Happiness Is I does not go on any field trips because we bring all the special guests to them!

BEACH DAY

Happiness Is I does not go to Tower Rd. Beach; however, they will have water play activities approximately once a week.

RAINY DAY PROCEDURES

Camp meets rain or shine; if it is raining, we will remain indoors and amend our schedule appropriately.

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.

NEWSLETTERS

Camp newsletters will be distributed and posted online every Friday. The newsletters will inform parents of what the campers did that week along with a schedule of upcoming events. Any pertinent information such as needed supplies, costumes, etc. that campers may need for the following week will be indicated in the newsletter. Other information or updates may be sent home periodically when necessary.

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.

EMERGENCY CONTACT INFORMATION

Please fill out the *Emergency Form* attached to the back of this packet (page 12). 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 FORMS

If your child takes any medication throughout the day, you must complete a *Medication Consent Form* (and potentially an *Auto Injector Form* if applicable) prior to the first day of camp. These forms are available at the front desk of the Winnetka Park District Administrative Office.

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, contact Toby Ross at (847) 501-2071.

PARENT GUIDELINES

- ❖ Please read your parent manual thoroughly
- ❖ Emergency forms must be properly filled out and brought in 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.
- ❖ Notify your camp director if someone else is picking up your child or you are having ANY issues at camp
- ❖ 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.
- ❖ 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. 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 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: _____