



# Welcome to the Frankfort Square Park District Early Childhood Summer Camp!

Dear Camp Families,

Thank you for choosing the Frankfort Square Park District Early Childhood Summer Camp. This summer will be filled with a variety of fun activities. Each week we will have a different theme and a special guest speaker. Each day campers participate in a craft and multiple activities to correlate with the weekly theme. Be sure to check out our Early Childhood Camp weekly theme activity schedule.

**It is very important that you read all of the information in this packet to ensure that you and your child make a smooth transition into our Early Childhood camp program.**

If you have any questions or concerns throughout the course of our summer camp sessions, please feel free to contact us at (815)469-3524. We are looking forward to a great summer with you and your child.

Sincerely,  
The Camp Staff

## GENERAL INFORMATION

Early Childhood camp will be held Monday – Friday from June 10 to August 16 and will run half days from 9:00am-12:00pm at the Park District Administration Building. Due to the nature of activities and duration of the program, **ALL CAMPERS MUST BE TOILET TRAINED & ABLE TO SEPARATE FROM PARENTS** to participate in this program. Children who require pull-ups or are unable to manage personal hygiene functions are NOT considered toilet trained and will NOT be eligible for this program. Staff are unable to assist with any bathroom help.

Please do not allow your child to bring any toys or objects from home as they can get lost or broken. The Frankfort Square Park District is not responsible for such items.

## CAMP VISION

It is our hope that the Frankfort Square Park District Early Childhood Summer Camp program will provide each camper with a unique and memorable experience by creating friendships, building confidence, social skills, and teach responsibility.

## CAMP MISSION

Our Early Childhood Summer Camp is planned to enrich lives of its campers by providing a fun and safe environment for everyone. Each week we implement new themes, crafts, and activities.

## ARRIVAL & DEPARTURE

The drop off and pick up location for Early Childhood camp will be in the preschool hallway at the Park District Administration Building. A parent/guardian must escort the camper into the building, down to the Forest classroom and sign the camper in/out. The sign-in/sign-out sheet will be located on the table outside the Forest/Meadow classroom doors.

If your child will be absent from camp, we ask that you call the Frankfort Square Park District or notify the staff prior to that day. The office number is (815)469-3524. **There are no refunds for absences.**

## IDENTIFICATION FOR PICKING UP YOUR CAMPER

When picking up your child, a parent/guardian must sign their child out in the binder. The first couple weeks everyone will be asked to show an ID to camp staff at sign out to confirm they are on the approved pick-up list before your camper(s) will be released. You can add any family members or friends to the additional pick-up list. Your child will not be allowed to leave camp with anyone not listed on the additional pick-up list.

## EARLY DROP OFFS & LATE PICK UPS

Campers should arrive no earlier than 5 minutes prior to the start of camp. This allows camp staff to prepare for the day's activities. At the end of camp at 12:00pm, children should be picked up promptly. If you are more than 15 minutes late, you will be charged the late pick fee of \$15 each occurrence.

## LUNCH

Campers will eat lunch each day before water play. Please pack a lunch with your camper's belongings each day. **Please also send a water bottle with your child every day with their name on it.** Occasionally camp may provide snacks for the campers. If your child has any food allergies, please notify us when filling out the new camper paperwork.

## DAILY ACTIVITIES

Below is a glimpse of a day in the life at Early Childhood Summer Camp. Each day we will plan different activities and crafts for your camper to correlate with the weekly theme.

9:00-9:15 am	Check in, meet & greet, story time, free play
9:15-9:45 am	Outside play, chalk, bubbles, hop scotch, relays, playground
9:45-10:30 am	Art project or craft inside, playdough, finger painting, guest speaker
10:30-11:00 am	Lunch
11:00-11:30 am	Water play: sprinkler, Slip-N-Slide, water games
11:30-12:00 pm	Prepare for pick up

## PARTICIPATION

Every day campers will participate in a craft and multiple activities to correlate with the weekly theme. Positive camper participation is expected. We will never force a camper to play, although if they choose not to play; they will sit off to the side. All games and activities are for fun, and campers should respect and follow all applicable rules as well as listen and abide to what staff are asking.

## DRESS CODE

It is highly recommended that campers wear sandals every day, preferably ones with a back. No flip-flops. **Please have the camper bring a beach towel and wear their bathing suits every day. The campers will NOT be changing in and out of bathing suits.** We recommend a two-piece bathing suit for the girls under their clothing. Campers should wear loose fitting, comfortable clothes, or cover-ups over their suits.

## SUNSCREEN

Please apply sunscreen before coming to camp. Frankfort Square Park District does not provide sunscreen.

## TOYS

Please do not bring any toys or valuables from home. Camp will introduce new toys throughout the duration of the summer to keep your campers engaged.

## HEALTH & SAFETY

If your child is ill or has a fever, we discourage their participation. In the event a child becomes ill during camp, a parent will be notified. If the parent is unavailable, the emergency contact will be notified. If your child has a fever, please keep them at home until they are fever free for 24 hours.

**We need to be made aware of any allergies your child may have, especially food allergies.**

If a camper needs to keep any medicine at the park district, please refer to the emergency paperwork. If a camper needs to keep an inhaler or EpiPen at the park district, please refer to the inhaler or auto injector waiver. Medicine must be in its original container with the prescription information clearly marked. Please contact us prior to the camper's first day of camp to discuss administration of medicine.

## **CODE OF CONDUCT**

The Frankfort Square Park District is committed to providing a safe and fun environment for all participants and guests. By doing so, patrons are required to act appropriately, and are to be respectful of others at all times when using Frankfort Square Park District facilities.

Individuals using Frankfort Square Park District facilities are expected to behave in an appropriate and responsible manner. The Frankfort Square Park District Code of Conduct does not permit use of language or any action that may hurt or frighten another person or otherwise falls below a generally accepted standard of conduct. Directions issued by the park district staff must be followed at all times.

- Show respect for all participants, guests, spectators, staff, and volunteers
- Follow program rules and direction from staff
- Show respect for equipment, supplies, and facilities
- Use of abusive or foul language, arguing, fighting, and any other form of harassment or intimidation is prohibited
- Weapons, drugs, and alcohol are prohibited on school and park district property
- Report incidents to staff where park district policies are disregarded
- Report illegal activities to police/sheriff

This Code of Conduct is in place to help make the Frankfort Square Park District's facilities and programs safe and enjoyable for everyone. If inappropriate behavior occurs, a prompt resolution will be sought specific to each situation. The Frankfort Square Park District reserves the right to remove anyone whose behavior endangers his or her own safety or the safety of others.

## **DISCIPLINE POLICY**

We want everyone to be happy and positive at camp while making new friends and learning new things. However, sometimes inappropriate behaviors can complicate the camp dynamic. In order to provide a safe and effective camp, all campers are expected to follow the rules.

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each situation. The Frankfort Square Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

However, disciplinary action will be taken if rules are not followed. If disciplinary action were to be taken, a parent or guardian would be notified. We have a 3 strike policy. Strike 1: verbal warning. Strike 2: Written warning. Strike 3: Dismissal from camp for the day. If dismissal from camp were to occur, the household would receive half credit to their account for the day. If behaviors continue, this may result in the child being removed from camp permanently.

## **PROCEDURES**

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

Also, the inclusion coordinator from the Lincolnway Special Recreation Association (LWSRA) should be contacted for guidance. Documentation should be maintained regarding any problem behaviors, special accommodations, and behavior modification programs.

### **INCLUSION POLICY**

The Frankfort Square Park District is committed to inclusion and providing equal public recreation opportunities in the most integrated setting to individuals with disabilities, as defined under applicable law. Accordingly, we do not discriminate against eligible individuals with disabilities in regard to participation in public recreation opportunities. The Frankfort Square Park District is committed to complying with the Americans with Disabilities Act (ADA), the Illinois Human Rights Act (IHRA), and all other applicable local, state and federal laws in providing reasonable accommodation and shall review requests for accommodation on a case-by-case basis.

If a program aide is needed for your camper, the parent or guardian should fill out an Inclusion Information Form. Please allow 2 weeks for Lincolnway Special Recreation Association (LWSRA) to review and assign staffing.

### **PAYMENT AND REGISTRATION**

In person registration begins Monday, April 22. Please refer to the registration form for dates and fees, included in this packet. You may register on-line at [www.fspd.org](http://www.fspd.org) or in person. Please note that if you do register online, you will have to come in person to the park office and fill out necessary paperwork before the first day of camp. **Registration must be completed Monday at midnight, 6 days in advance of the week of which you are registering for. Please see attached calendar for registration deadlines.**

The Frankfort Square Park District is not responsible for any non-registered camper dropped off at camp. Please note, if a child is dropped off that has not been properly registered, we will call the parent or guardian to pick up the child.

### **CONTACT INFORMATION**

If you have any questions or concerns regarding Early Childhood Summer Camp, please call the Frankfort Square Park District at (815) 469-3524. For more information visit [www.fspd.org](http://www.fspd.org)