

# DISC Day Camp Parent Packet

Welcome to the start of a fantastic summer with the Decatur Park District's Summer Day Camp. Our staff is ready for a fun and exciting summer. Please read this packet carefully. Our goal is to provide a fun and safe camp experience while creating many wonderful memories for your child. You may register for camp at the DISC or online at anytime. Fax registration will not be accepted.

Enclosed you will find detailed information about our Summer Day Camp. Listed below are all of the necessary forms needed to ensure your child's safety. These must be completed and returned **BEFORE** the first day of camp. You will not be permitted to drop off your child until completed.

- **Camper Information Form**
- **Parent Sign Offs: Payment Policy, Discipline Policy, Photo Waiver, Sunscreen Form**
- **Health History Form**
- **Child Release Form**
- **Transportation Form (if registered for other Park District programs)**
- **Rock Wall Waiver**
- **Bubble Ball Waiver**
- **Medications Policy (if needed)**

## Staff

Recreation Supervisor: Danita Roseman, Recreation Supervisor, 429-3472

Assistant DISC Manager: Cait Black, DISC Assistant Manager, 429-3472

Day Camp Director: Derrick Sosinski

Day Camp Assistant Director: Shannon Born

The Day Camp Staff are mature teachers, college and high school students. We maintain a camper to staff ratio of 8:1. All of the staff have been given a background check, completed training in CPR and first aid, and all drivers have completed a Defensive Driving course.

## Summer 2018 Schedule

This year's Summer Day Camp will run daily Monday through Friday 6:30 a.m. until 6:00 p.m.\*

The first day of camp is Wednesday, May 23<sup>th</sup> and the last day is Tuesday, August 14<sup>th</sup>. There will be no camp on May 28 nor July 4.

*\*Please note that your child does not have to be at camp this entire time, it is just the earliest drop off and latest pick up time.*

## Locations

- Decatur Indoor Sports Center (DISC), 1295 W. Wood, 429-3472
- Kiwanis Park, Redwood Avenue
- Fairview Pool, Fairview Park, 2640 W. Fairview Park Drive, 421-7431

Locations will vary depending on what activities are scheduled for the week. Schedules detailing the location of the activity and a contact number will be available one week in advance at the front desk of the DISC.

## Typical Daily schedule

Morning free time at the DISC begins at 6:30 a.m. until approximately 8:30 a.m. From approximately 8:30 a.m. – 3:15 p.m., time is spent at Kiwanis Park including lunch time. Children will have the opportunity to participate in a variety of organized activities in smaller groups or as a camp. Each group will swim twice a week, either Monday and Wednesday or Tuesday and Thursday. Children will return to the DISC for afternoon free time by 3:30 p.m. to accommodate different departure times.

A weekly schedule will be available every Wednesday afternoon outlining each day's activities. These schedules can be found at the front desk of the DISC or on our Camp Facebook page (Search "DISC Day Camp"). They are printed on the same colored paper as your child's group name.

## Field Trips

Campers will participate in a field trip with Camp every week. Field trips are usually taken on Fridays and the cost is included in the camp fee. Make sure to check the weekly schedule for each field trip time. In some cases, morning and afternoon free time may be adjusted to accommodate travel time. Campers must arrive at least 10 minutes before the departure time to participate in the field trip. **Campers are expected to wear their provided Day Camp T-shirts on field trip days.** Campers will only receive one camp shirt for the summer. Additional shirts will be sold for \$7.00 each.

## Drop Off and Pick up Procedures

Each day your child should be dropped off at the DISC between the hours of 6:30 a.m. and 8:30 a.m. Upon arrival, you will sign in your child with the receptionist at the front desk and your child will immediately go to the Auxiliary Gym unless told otherwise. You must always check in at the DISC, even if joining camp later in the day. ***Your child can be picked up from the Auxiliary Gym unless told otherwise between the hours of 4:00 and 6:00 p.m.*** Only those listed on the Child Release Form will be allowed to pick up your camper. You must come inside and sign out the child in the Auxiliary Gym unless told otherwise.

If you need to pick up or drop off your child at another time, please see the schedule for our location at that time or call the camp cell phone (phone number can be found on weekly schedule). Informing the staff ahead of time is helpful so they can have the child prepared.

*\*Please refrain from parking in the circle drive at the DISC when picking up your child.*

## Late Pick-up Policy

The Day Camp Staff will supervise children who are left beyond the scheduled time until a parent or authorized adult on the pick-up list arrives. However, late pick-ups will result in a fee. Payment of the late fee is to be paid at the Decatur Indoor Sports Center before your child can attend the next day of camp. If you have any questions, please call Danita Roseman or the camp cell phone.

1-10 minutes late = \$5.00      Every minute after that = \$1.00

## Unauthorized Departure

In the event that a camper leaves or runs away from the Day Camp program without authorization, the following steps will be taken.

1. Day Camp Staff will encourage the child to return voluntarily.
2. The Park Police will be called to locate the child because Day Camp Staff is not permitted to leave the grounds when children are present.

3. The parent/guardian will be contacted. If they are not available the emergency contact will be called.
4. Camper may be subject to discipline action for reoccurring unauthorized departures.

## **Food**

Please have your child eat breakfast prior to arriving at camp. Campers are required to bring a labeled water bottle and cold sack lunch daily (we do not always have access to a microwave, so please do not pack food that needs to be heated up). Water coolers will be provided at the park to refill water bottles. The Day Camp Staff will provide an afternoon snack and drink. Please pack a morning snack if your child will need it. There are concessions at the pool and some field trip locations, so you may send your child with money if you wish. *However, the Day Camp Staff is not responsible for any money while at camp!*

## **Attire**

Due to the active nature of day camp, all participants are required to **wear tennis shoes** daily. Flip Flops may be packed for swim and water days. Slip-on tennis shoes, back-less tennis shoes or those with zippers rather than shoelaces do not provide adequate ankle support and participants are not encouraged to wear them to camp. Dress should be appropriate for “playtime” and outdoor activities. Please do not send your child in brand new clothes. Skirts and dresses are also discouraged. Be aware of daily weather conditions and send your child dressed appropriately. Please pack swim wear every day in case we play water games.

## **Personal Property**

Please note that the Day Camp Staff is not responsible for camper’s property while at camp, so bring items such as money, gaming cards, electronics, etc., at your own risk.

## **Behavior and Discipline**

The Day Camp program operates based on the following code of conduct:

1. I will accept responsibly for myself.
2. I will respect the rights of others.
3. I will treat property with respect.
4. I will solve all problems peacefully.
5. I will always do my best.

Discipline violations are covered in more detail in the Day Camp Discipline Policy. All violations will be handled on an individual basis. Refunds will not be given in case of suspension or expulsion.

The Day Camp Staff uses a three strikes system. (Varying with severity of infraction)

- Three verbal warnings = A written warning
- Two written warnings = A Suspension
- Two suspensions = Expulsion

Our Day Camp Staff tends to hold our blue group to a higher standard based on the trips and activities they get to participate in, so if at any time a blue group member has continuous misbehavior, they may be bumped down to yellow group until their behavior improves.

## Concerns

Any trouble or changes your child has at home may affect behavior during camp. Please keep the staff informed of any unusual circumstances so that we can be sensitive to your child's needs. If necessary, feel free to discuss issues privately with a staff member away from your child, staff or others in the program.

## Communication

If you have any concerns regarding the program and/or your child, speak to the Recreation Supervisor, Danita Roseman. Any questions concerning fees can be directed to the DISC office.

A cell phone number will be given out in the beginning of summer if you need to contact a Day Camp Staff member or camper between the hours of 6:30 am-6:00 pm Monday – Friday. The Day Camp staff will have access to your child's emergency contact information. If at any time your contact number changes, please provide the staff with the new number where you can be reached.

## Health and Safety

### Medication

In the event a child must have medication, the parents need to:

1. Contact the Day Camp Director and obtain necessary forms.
2. Put all directions in writing on the designated form. Secure supervisory approval 24 hours prior to dispensing medications.
3. A change in medication or the administration of medication requires notification of the Day Camp Director. An additional waiver may be required.
4. Place medication in individual packets marked with time, medicine name, and proper dosage.

### Illnesses

If your child is ill or has a fever, your child cannot attend Day Camp. If your child becomes ill while at camp you will be notified and asked to pick your child up. If a parent/guardian is unavailable, your emergency contact will be called. Staff will determine if a child can remain at camp using the following guidelines:

- **Temperature of 100 degrees:** A child who is ill or has a persistent illness may not be at camp with a fever even if controlled by medicine.
- **Vomiting:** A child who vomits will be sent home immediately.
- **Strep Throat:** If a physician diagnoses strep throat, a child needs to be on an antibiotic for 24 hours before admittance to camp is allowed.
- **Diarrhea:** A child who experiences diarrhea more than twice in a day will be sent home.
- **Chicken Pox:** A child must remain home until **all** blisters have dried and formed scabs. This usually is 7-10 days after the pox begins.
- **Ring Worm:** A child may return to camp after 24-hours of beginning treatment.
- **Pink Eye:** A child with symptoms of pink eye or conjunctivitis will be sent home. If a physician diagnoses pink eye, the child will need to have 3 doses of drops before returning to camp.
- **Head Lice:** A child must remain at home until the first treatment is completed with no further active lice or nits seen.

Please make sure to have a plan in place for when your child gets sick while at camp. This is for the well being and comfort of your child as well as the other children.

Your child must be fever free for 24 hours before returning to camp. A doctor's note will be required for re-admittance after the following illnesses: Strep Throat, Ring Worm and Pink Eye.

In the case of a contagious disease, please notify the Day Camp staff immediately. All parents/guardians will be notified as soon as possible. Your cooperation is appreciated.

### **Medical Emergencies**

If your child is injured during camp requiring more than basic first aid, the following steps will be taken:

1. 911 will be called if necessary.
2. The parent/guardian will be contacted. If they are not available the emergency contact will be called.

### **Program Plan Changes**

In the event that a change must be made to the weekly schedule, Day Camp staff will notify parents as soon as possible. If time allows, a note will be sent home with parents, or you can find all changes posted on our Facebook page.

In the case of inclement weather, the campers will not be outdoors and will remain at the DISC.

### **Equal Access**

No eligible participant shall, on the basis of race, sex, creed, national origin, or disability be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege, advantage or opportunity.

Upon registration or entry into the program, the parent/guardian will be required to inform Day Camp staff of any special accommodations needed.

### **Childcare Statement**

Below are the instructions for obtaining your childcare statement online. This can be done at the end of the summer.

- Log on to [www.decaturnparks.org](http://www.decaturnparks.org)
- Go to: "Register Online"
- Enter your user id and password
- Pull down under "My Account" then "Childcare Statement"
- Enter year needed
- Submit
- Print PDF document

If you do not have a user id and password you may apply online on our website under "Create an account". Be sure to enter all information necessary when requesting a user id and password. You will receive the information in two emails with directions.

If you have any problems contact Barb Chapman at [bchapman@decparcs.com](mailto:bchapman@decparcs.com) for help.

# DAY CAMP DISCIPLINE POLICY

## Definitions of Consequences

**Written Warning** – Parent and child must sign the write up explaining the incident and the action being taken. 2 written warnings will result in a suspension.

**Suspension** – The child is temporarily excluded from activities and may not come to camp. The number of days will depend upon the severity of the action.

**Expulsion** – The child is not allowed to participate in any camp activities or return to camp for the remainder of the summer.

## Discipline Violations

- 1. Disruptive Behavior/Horseplay** – abrupt actions negatively affecting other campers' experience
- 2. Physical Confrontation or Violence with Staff or Camper** - causing or attempting to cause physical injury to any staff or campers
- 3. Theft** - taking or using public or private property without permission or authorization
- 4. Use or Possession of Alcohol, Tobacco, Illegal Drugs, or Weapons** - use or possession of alcohol, tobacco, illegal drugs, or an object intended to be used in a menacing manner for the purpose of intimidating or injuring others during any Day Camp activity/field trip
- 5. Vandalism** - showing disrespect for the property of others, games, equipment, the parks, playgrounds, etc.
- 6. Verbal Abuse/Profanity/Obscenity to Anyone** - profane or obscene language/gestures, possession of magazines/literature or wearing articles of clothing that suggest an overt sexual nature
- 7. Willful Defiance of Authority** - failure of a camper to STOP doing/saying something that a staff member has directed them to stop doing
- 8. Bus/Van Misconduct** - includes but is not limited to any of the behaviors as listed above, repeated willful disobedience of the bus driver's or other supervisor's directions, or any behavior that threatens the safe operation of the bus/van and its occupants

Any of the above violations may result in a written warning, suspension, or expulsion depending on the severity of the infraction.

If your child is sent home for misbehaving, you will not be refunded for the days that your child is out of camp.

## Summer 2018 Day Camp Payment and Refund Policy

Thank you for choosing the DISC's Summer Day Camp! Our staff strives to provide active, fun events and activities to keep your children happy over the summer months! So that we may better serve you, we ask that you please follow the guidelines below:

Registration and payment must be made by noon the weekday prior to attendance. After that deadline you are subject to a late fee of \$5 per child.

### **Weekly payments:**

Week 1, 7, 13	Daily rates apply
Weeks 2	Resident: \$108 1 <sup>st</sup> child, \$91.80 ea addtl child Non-Resident: \$124 1 <sup>st</sup> child, \$105.40 ea addtl child
Weeks 3-6, 8-12	Resident: \$135 1 <sup>st</sup> child, \$114.75 ea addtl child Non-Resident: \$155 1 <sup>st</sup> child, \$131.75 ea addtl child

### **Daily Rate:**

Resident: \$35 1<sup>st</sup> child, \$29.75 ea addtl child

Non-Resident: \$40 1<sup>st</sup> child \$34.00 ea addtl child

- **No refunds will be given for missed camp days.** For weekly registration, changes in schedule must be made by noon the day of change, and used within 2 weeks of that day. For questions, contact Danita.
- If your child must miss a day because of illness, we ask that you call the evening prior or the morning of camp to notify staff. Sick days may be switched for another day if Danita is properly notified; however, the days attended during that week will be charged at the daily rate.
- If you have not registered by the deadline and you would like your child to attend camp, you must call and ask if there is room before dropping your child off. Only those registered before the deadline are guaranteed a spot. If accepted after deadline, a \$5 late fee per child will be enforced to add them to the roster. It is critical to ensure proper safety and planning that the Day Camp Staff knows how many children will be in camp each day.
- Late fees will be imposed on payments not made by the scheduled due date (unless prior arrangements with the office have been made) and failure to register by noon the weekday before attendance. See above payment policy.
- Late Pickup Policy: Day Camp Staff will supervise children who are left beyond the scheduled time until a parent or authorized adult on the pick-up list arrives. However, late pick-ups will result in a fee. Payment of the late fee is to be paid at the Decatur Indoor Sports Center before your child can attend the next day of camp. If you have any questions please call Danita Roseman at 429-3472.

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Thank you again for your patronage. Best wishes for an active summer of fun!

Sincerely,  
Danita Roseman  
Recreation Supervisor

*Find us on Facebook! Search "DISC Day Camp" to be approved.*

### Camper Information

**Child's First & Last Name:** \_\_\_\_\_ **D.O.B.:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Gender:** M F **Grade entering Fall 2018:** \_\_\_\_\_ **T-Shirt Size (circle one):** YS YM YL YXL AS AM AL

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**Guardian #1 First & Last Name:** \_\_\_\_\_

**Relation (circle one):** Mother Father Grandparent Other: \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Guardian #2 First & Last Name:** \_\_\_\_\_

**Relation (circle one):** Mother Father Grandparent Other: \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Emergency Contacts - Please list contacts in order you would like us to call.**

**Emergency Contact #1:** \_\_\_\_\_ **Preferred #:** \_\_\_\_\_

**Emergency Contact #2:** \_\_\_\_\_ **Preferred #:** \_\_\_\_\_

**Emergency Contact #3:** \_\_\_\_\_ **Preferred #:** \_\_\_\_\_

**Preferred Hospital (circle one):** DMH St. Mary's

## Parent Sign Offs

Child's First & Last Name (printed): \_\_\_\_\_

*As the parent or guardian of this camper, my initials below indicate that I acknowledge the following statements:*

### **Policies & Payment**

\_\_\_\_\_ I have read the Day Camp Parent Packet and Discipline Policy. I understand that this policy is designed to ensure the safety and well-being of each camper. I further understand that any violation of this policy will result in consequences outlined in the Parent Pack and Discipline Policy, including possible suspension or expulsion from the Day Camp program.

\_\_\_\_\_ I have explained the Day Camp Discipline Policy to my camper and educated them on their expectations while they are at camp.

\_\_\_\_\_ I have read and understand the payment and refund policy.

### **Photo Waiver**

\_\_\_\_\_ I understand that my child(ren) may be photographed while participating in a Decatur Park District Program. I give permission for photos of my child(ren) to be used to promote the Park District.

### **Bug Spray**

\_\_\_\_\_ I allow the day camp staff to apply bug spray on my child if and when needed.

### **Sunscreen**

The Summer Day Camp participants are often outside and in the sun. Therefore, sunscreen is very important and should be applied frequently to prevent sunburn. You may send your child with their own sunscreen with their name clearly printed on the bottle. The staff will also provide sunscreen that your child can use. The staff will be available to apply the sunscreen on your camper if you wish. Please check yes if you would like the staff to apply sunscreen on your child when outside in the sun for extended periods of time. Please check no if you do not want the staff to apply sunscreen on your child.

- Yes, please apply sunscreen on my child.
  
- No, please do not apply sunscreen on my child.

Parent/Guardian's Name (printed): \_\_\_\_\_

Parent/Guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Health History Form**

The parent/guardian must fill in the following information. The intent of this information is to provide the Day Camp Staff with the necessary information to ensure appropriate precautions are taken and effective care is administered.

**Child's First & Last Name (printed):** \_\_\_\_\_

Allergies (including medication, food, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Dietary Restrictions:

\_\_\_\_\_

**General Questions:**

Does your child:	<u>Yes</u>	<u>No</u>
1. Have frequent headaches?	_____	_____
2. Wear glasses, contacts, or protective eyewear?	_____	_____
3. Ever pass out from exercise?	_____	_____
4. Have an orthodontic appliance at camp?	_____	_____
5. Have diabetes?	_____	_____
6. Have asthma?	_____	_____

My child is up to date on his/her immunizations and tetanus shots? YES \_\_\_\_\_ NO \_\_\_\_\_

Use this space to provide any additional information about the participant's behavior physical, emotional, or mental health which the camp should be aware.

\_\_\_\_\_  
\_\_\_\_\_

If your child has any restrictions or limitations to activity please explain below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*If your child needs to take medication at camp or requires an inhaler or Epi pen, please complete Medication Dispensing form.*

**Parent/Guardian Authorization:** This health history is correct and complete as far as I know, and the person described above has permission to engage in all camp activities, except as noted.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Child Release Form

Child's First & Last Name (printed): \_\_\_\_\_

Only people listed below, after showing their photo ID, will be allowed to pick up your child. Please list all pick up persons, including guardian #1 and guardian #2.

Name	Phone	Relationship
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

### Transportation Form

This form must be filled out if the Day Camp Staff will be transporting your child to other Decatur Park District Programs that you are registered for. An example would be: Intermediate Swim Lessons, Fairview Pool, 6/1 – 6/26, 9:45 – 10:20, Mondays & Wednesdays.

Program Name: \_\_\_\_\_ Location: \_\_\_\_\_

Dates: \_\_\_\_\_ - \_\_\_\_\_ Time: \_\_\_\_\_ - \_\_\_\_\_ Day(s) of the week: \_\_\_\_\_

Program Name: \_\_\_\_\_ Location: \_\_\_\_\_

Dates: \_\_\_\_\_ - \_\_\_\_\_ Time: \_\_\_\_\_ - \_\_\_\_\_ Day(s) of the week: \_\_\_\_\_

Program Name: \_\_\_\_\_ Location: \_\_\_\_\_

Dates: \_\_\_\_\_ - \_\_\_\_\_ Time: \_\_\_\_\_ - \_\_\_\_\_ Day(s) of the week: \_\_\_\_\_

***Please return pages 8-11, Rock Wall & Bubble Ball waiver to DISC.***