

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.

The DISC and the DISC Day Camp are not Licensed or regulated by DCFS. The DISC Day camp engages and complies with the background check and clearance procedure through the Illinois Department of Human Services CCAP currently available for license exempt CCAP providers.

Enclosed you will find detailed information about our Summer Day Camp. Our camp is for youth who have completed one year of kindergarten – 8th grade in the fall, although they still must be 5 to start camp and can still attend when they are 14. 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, Bubble Ball & Nerf Gun Waivers
- Medications Policy (if needed)
- Cell Phone Policy

Staff

1st contact: Randy Ellis, Assistant Manager DISC, 217-429-3472, email: rellis@decparks.com

2nd contact: Jaci Cecil or Emma Raleigh, Day camp Directors, 217-429-3472, email: decaturindoorsportscenter@decparks.com

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, mandated report and sexual harassment training, and all drivers have completed a Defensive Driving course.

DAY CAMP CELL PHONE NUMBER AND EMAIL WILL BE RELEASED ON THE FIRST DAY OF CAMP.

We are a DCFS exempt facility due to our only providing care when schools are not in session.

Summer 2023 Schedule

Day camp hours are 6:30 a.m. to 6:00 p.m.* Camp activities occur between 8:30 a.m. and 3:30 p.m., so we ask that your child is dropped off by 8:30 a.m. and not picked up until after 3:30 p.m. unless previously arranged.

**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.*

The first day of camp is Monday, May 30 and the last day is tentatively set for Tuesday, August 11. This ending date may change to follow DPS's schedule. There will be no camp on July 4th.

Our home base is the Decatur Indoor Sports Center (DISC), 1295 W. Wood, 429-3472. Our home park is Kiwanis Park, on Redwood Avenue. Our home pool is Splash Cove, 2125 E Nelson Park Blvd, 619-8080.

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. – 4:00 p.m., the majority of time is spent at various parks 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 4:15 p.m. to accommodate different departure times.

We have made these time adjustments to return to the DISC, due to the extreme heat conditions in the gym. Sign out will be made available at Kiwanis park.

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 paper color that corresponds to 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 \$10.00 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. Please notify Day Camp staff if someone needs to be added to your child release throughout the year. 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 the weekly schedule). Informing the staff ahead of time is helpful so they can have the child prepared.

**Please do not park in the circle drive at the DISC when picking up your child as this is an emergency lane.*

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 Randy Ellis, Jaci Cecil, Emma Raleigh at the DISC 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 supervising children.
3. The parent/guardian will be contacted. If they are not available the emergency contact will be called.
4. Camper may be subject to disciplinary 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 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 note our Monday-Thursday afternoon snack must be eaten at the DISC per Aramark policy, campers cannot take it with them if they are picked up early. There are concessions at the pool and some field trip locations, as well as vending machines at the DISC, so you may send your child with money if you wish. Put money in a labeled bag with the child's name and the amount. *However, the Day Camp Staff is not responsible for any money or personal possessions 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.

Sunscreen

We will try to balance indoor and outdoor activities at camp.

If your child is fair skinned or burns easily, we recommend sending them with their own sunscreen, hat, etc. to help reduce the risk of burns. Day camp staff will apply sunscreen to campers when we go outside. Staff will apply spray sunscreen on bodies and observe campers putting lotion sunscreen on faces. While we do our best with sunscreen, we cannot guarantee your child will not get red.

Personal Property/Lost & Found

Please note that the Day Camp Staff is not responsible for camper's property while at camp, so bring items such as money, electronics, gaming cards, etc., at your own risk. Day Camp does have a lost and found if your child is missing something. We recommend labeling your child's bookbag, lunch box, water bottle, etc.

Communication

If you have any concerns regarding the program and/or your child, speak to Randy Ellis. 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.

Parents should not contact Day Camp staff via Facebook. Please use the following outlets to communicate concerns, schedule changes, etc.: day camp cell phone, in person to camp staff, by email to rellis@decparcs.com or by phone to Randy, Jaci or Emma. Also, note that the DISC front desk staff are NOT day camp staff. They cannot always answer specific questions about camp, so again, please use the outlets listed above.

Home 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.

Health and Safety

Medication

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

1. Contact the Day Camp Directors 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 to one of the Day Camp Directors. An additional waiver may be required.
4. Place medication in individual packets marked camper's name, time, medication name, and proper dosage. Give the medication to counselor upon arrival.

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 100.4° 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.
- **COVID-19 Symptoms:** A child who exhibits symptoms of COVID-19 should wait to enter the premises until they have had no fever for at least 72 hours. If your child test positive or has been exposed to COVID-19 and is not fully vaccinated they must wait 5 days from the positive result or 5 days since the exposure.

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, Pink Eye, and COVID-19.

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.

Firearms are prohibited at the DISC as posted at the entrance of our facility.

Potty Training

We do ask all campers be potty trained in order to come to camp. If your camper has continual issues with accidents, we may ask for you to discontinue coming to camp until the issue is resolved.

Medical Emergencies

If your child is injured during camp requiring more than basic first aid, 911 will be called first if necessary, then a parent/guardian will be called. 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.decalur-parks.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 are unsure of your username/password, please call the DISC at 429-3472 and the front desk can email you your log in information. Please do not create a new account unless they advise you to.

If you have any problems, contact Randy, Jaci, or Emma for help.

Day Camp Behavior Plan/Discipline

Here at the DISC Day Camp, it is our mission to promote positive and healthy relationships between campers and staff. It is our mission to provide the best opportunity for each camper and ensure that all campers are receiving fair and equal punishment to their actions. We believe that they all deserve respect and the chance to reflect over their actions. With that being said for summer 2023 a new behavior plan will be set for all campers.

1. We ask that all campers treat staff and other campers with respect and dignity.
2. They treat all properties with respect.
3. They are respectful to themselves.
4. They treat others with kindness.
5. They maintain a positive attitude towards others.

This summer your camper will go through several steps before a written action takes place. There will be four write ups this year. After the second write up the child will be suspended for one day. After a child has received four write ups they will be expelled from camp until the following year.

- Two verbal warnings will be given.
- Third warning: the camper will be asked to sit out for a break. (Age=Minutes)

- Fourth warning: the camper will be asked to complete a written reflection on their choices.
- Fifth warning: the camper will receive a phone call home.
- Sixth warning: the camper will sit out from a fun activity
- Seventh warning: they will receive a write up.

Each day there will be documentation on which warning campers were on for the day. We will also be monitoring behaviors all week and each day starts a new day and previous check marks will not be rolled over. We will also be reinforcing positive behaviors every week by selecting campers of the week from each group for campers who have not received any check marks for the week.

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 will result in an automatic write-up.
- 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.

Payment Information

Weekly Rates:

Residents: \$155 1st child, \$131.75 for each additional child

Non-Residents: \$175 1st child, \$148.75 for each additional child.

Daily Weekly Rates:

Residents: \$40 1st child, \$34.00 for each additional child

Non-Residents: \$45 1st child, \$38.25 for each additional child.

- Registration and payment must be made by noon Friday for the following week. YOUR CHILD MAY NOT ATTEND CAMP IF YOU HAVE NOT PAID, or you will be subject to suspension. Registration after that deadline will result in a \$10 late fee per child.
- DISC Day Camp does accept CCRS payments for those who have been pre-approved. Contact the local CCRS office for inquiries on applying, or add the DISC as a provider. DISC Day Camp complies with the background check and clearance procedure through IDHS CCAP and is not licensed by DCFS. As so, any staff member who does not receive clearance from IDHS is unable to continue their employment.
- If your child must miss a day because of illness, we ask that you call the camp phone the evening prior or the morning of camp to notify staff. Sick days may be switched to another day if Randy, Jaci, or Emma is properly notified.

Camper Information

Child's First & Last Name: _____ **Preferred Name:** -

D.O.B.: _____ Age: _____ Gender: M F Grade entering Fall
2022: _____

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: _____

One form PER CAMPER

Email Address: _____

Emergency Contacts - Please list contacts in order you would like us to call, including yourself if applicable.

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 the expectations of them 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

Child's First & Last Name (printed):

Allergies (including medication, food, etc.): **Complete medication policy for Epi-pens*

Dietary Restrictions:

General Questions:

Does your child:

Yes

No

1. Have frequent headaches?

2. Wear glasses, contacts, or protective eyewear? _____

One form PER CAMPER

3. Ever pass out from exercise? _____

4. Have an orthodontic appliance at camp? _____

5. Have diabetes? _____

6. Have asthma? _____ *Complete medication policy for inhalers

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 the 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, Splash Cove, 6/1 – 6/26, 9:45 – 10:20, Mondays & Wednesdays. WE WILL ONLY TRANSPORT TO ACTIVITIES BETWEEN THE HOURS OF 8:00am – 4:30pm.

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:

Phone Policy

Here at Day Camp, we will be having a zero-phone policy outside of electronic times. Electronic times are 6:30am.-8:30am and 5:00pm. until pickup. If phones become an issue outside of scheduled times, we will collect them in the morning and give them back in the afternoon. If there is an emergency, we have day camp phones for each group that they are more than welcome to use to call home or if you need to reach out. There are absolutely no TikTok's to be made while at camp this summer. Last summer we started to notice that phones were causing issues inside of camp with drama and bullying. We want to prevent this from happening as much as possible because camp is supposed to be a fun and safe environment for everyone. We ask that you please read and go over the new phone policy with campers and that you both sign the lines provided below.

Campers Signature: _____

Parents Signature: _____

Date: _____

Please return pages 8-11, Medical Dispensing form if needed, Rock Wall, Bubble Ball & Nerf Gun waivers to DISC.