



# 2019 Summer Day Camp Parent/Guardian Manual

June 17- July 25

No Camp

Thursday, July 4

Friday, July 5

**Parental Contact is as follows:**

NSRS Supervisor/ Camp Coordinator - Nancy DiGangi (708) 207-9141

NSRS Supervisor – Kenyon Duner (708) 207-0807

NSRS Development Manager – Jennifer Tomczak (708) 704-0169

NSRS Director – Michael McNicholas (708) 207-0023

The Day Camp Coordinator will be visiting sites daily, when possible. If you need to contact a member of the staff and are unable to do so with an above number, please call (708) 801-9966.

**Deposit**

A non-refundable \$100.00 deposit per child is due, in order to process the application. The \$100.00 deposit will be applied to the total camp fee.

**Payment Plans**

In order to be registered for day camp, an initial payment of **\$100.00** must be received to reserve the place for your camper. Once you have reserved your spot please contact Nancy if you need a payment plan. **CAMP MUST BE PAID OFF IN FULL BY WEDNESDAY, JULY 10<sup>th</sup>.**

**Drop off and pick up**

Each camper must be signed in and out of camp each day by a parent, guardian, or an authorized adult. Please do not send your child into camp alone; no child will be allowed to leave camp unattended. If a person will be picking up your child that is not listed on the registration form, written consent will be required from a parent/guardian before the child will be allowed to leave.

Campers who are dropped off more than 10 minutes before camp begins will be charged the extended camp fees.

**Late Pick – Policy**

NSRS reserves the right to administer a fee for late pick up. All children must be picked up by 3:00 PM or 4:00PM unless otherwise arranged with Nancy. A fee of \$1.00 per minute will be charged after the first 5 minutes. If the parent/guardian is more than 30 minutes late after the program ends and has made no attempt to contact the NSRS staff, the police will be called and a report of abandonment will be made.

Repeat offenses will report in the child being expelled from the program.

**Camp Staff Ratios**

Day camp staff are hired and assigned to camp according to interest and background. NSRS staff is trained in behavior management, activity planning, first aid, CPR and safety. The staff camper ratio varies from 1:1 to 1:4.

## Guidelines

Campers are expected to:

- ~Respect directors, counselors, staff, other campers, and themselves
- ~Listen to counselors/staff/volunteers and follow directions
- ~Refrain from using abusive or foul language
- ~Refrain from harming self and others
- ~Show respect for equipment, supplies and facilities
- ~**Leave all toys, electronic devices, cell phones, and other valuables at home.**
- ~Have a fun and exciting summer!

## Dress Code

During the program your child should wear comfortable loose clothing: jeans, slacks, shorts, t-shirts, blouses. Remember your child will be involved in outdoor sports and recreational activities, as well as messy art and craft projects! **Due to wheelchairs it is important that all children wear shoes that allow toes to be covered at all times, gym shoes are preferred.**

Camp shirts must be worn on all field trip Fridays. Shirts will be handed out during the first week of camp.

Please remember that at times we will be getting messy! NSRS is not responsible for any clothing that may become stained or ruined at camp!

## Daily Items

- Gym Shoes
- Sun Screen
- Water Bottle
- Lunch
- Extra Change of Clothes

## Lunch

Campers need to bring a **LABLED** and **completely disposable** lunch and drink each day unless otherwise noted on the camp calendar. If one is not sent, parents/guardians will be called to bring a lunch to camp. Monday through Thursday we will have access to a refrigerator and microwave.

Please remember that there will be no place to refrigerate lunches on Friday, pack accordingly! Also, make sure to label all lunch boxes, NSRS is not responsible for any lost, stolen, or damaged property.

## No lunches will be bought at field trip locations.

## Absences

If for any reason your child will be absent from camp, you must notify us by calling our office at (708)801-9966. If we are unable to answer the phone, please leave a message and we will call you as soon as we can.

. If your child is to be absent for an extended period of time or you wish to have your child dismissed early from camp, you must send a note to the camp coordinator listing the days and times. You must also include a phone number where the coordinator can reach you.

# No Camp

## Wednesday July 4<sup>th</sup> and Friday July 5<sup>th</sup>

### When Illness Occurs

In consideration for all campers and NSRS staff/volunteers and to prevent the spread of contagious illnesses, it is recommended that campers refrain from attending all programs if any of the following conditions exist:

- ~Fever of 100 degrees or higher
- ~Vomiting in the last 24 hours
- ~Persistent diarrhea
- ~Contagious rash or rash of unknown origin
- ~"Pink eye" (conjunctivitis) or discharge from the eye
- ~Symptoms of mumps, measles, chicken pox, flu, strep throat, impetigo or coxsackie virus (hand, foot, & mouth disease)
- ~Runny nose with yellow or green discharge (which indicates infection)
- ~Lice or mites present
- ~Fatigue, due to illness, that will hinder participation and enjoyment of program

Please notify NSRS office if the participant contracts a contagious illness that will affect his/her attendance at the program. Participants should return to programs at the doctor's recommendation, or, if not under a doctor's care, when the symptoms have clearly passed. **Please note: NSRS staff has the right to deny participation to any individual exhibiting symptoms of an illness or fever. If a participant becomes ill during a program, a parent/guardian or emergency contact will be notified and asked to pick up the participant.**

### Field Trip Fridays:

Campers in Little Giants, Jr Crew, and Groovin Grown Ups may also enroll in Field Trip Fridays (for an additional fee), where we will be transported by staff in NSRS vehicles to exciting places such as Joliet Splash Station, Kayaking, and Washington Park Zoo, to name a few. **All campers must wear their camp shirts and arrive at Sandridge Community and Fitness Center (600 Oglesby Ave. Calumet City) by 9:00am. We are unable to wait for late arrivals. Pick up is at 3:00pm at Sandridge. \*Little Rascals do not attend Friday Field Trips\***

\* Please note that all trips are subject to change, and trips may be added or removed.\*

### Splash Pad Days

NSRS Little Rascals and Little Giants Camps will be transported by van to Calumet Memorial Park to enjoy the Splash Pad on Mondays and Tuesdays. Campers will need to bring their own swimsuit, towel, sunscreen, and water bottle. The following rules are expected to be followed:

1. **No diving, running or horseplay in splash pad area**
2. **No food in splash pad area**
3. **Only swimsuits are allowed in splash pad area. (No cutoffs, leotards, diapers, or t-shirts allowed)**
4. **Rubber diapers must be worn in the water if your camper wears a diaper.**

## **Pool Days**

NSRS Jr Crew and Groovin Grown Ups will be transported by van to Finneran Pool in Calumet City on Wednesdays and Thursdays. Campers will be responsible for bringing their own swimsuits, towels, and water bottles. The following rules are expected to be followed:

1. No diving, running, or horse play in pool area and locker rooms.
2. No food in pool area or locker rooms.
3. Only swimsuits are allowed in the pool (no cutoffs, leotards, or t-shirts allowed in the pool).
4. Rubber diapers must be worn in the water if your camper wears a diaper.

## **Photographs**

I understand that unless specifically stated in writing at the time of registration, photographs of participants may be taken. I realize that our rights to privacy will be protected in all photographs and publications of NSRS activities. I have been made to understand that no personal information other than first names and hometowns will be released under any circumstances and this meets my approval.

## **Mandated Reporting**

As required by Illinois State Statute, New Star Recreation Services staff, as well as New Hope Center, the Dolton, Riverdale, and Calumet-Memorial Park Districts and the Village of South Holland Recreational Services Department are considered mandated reporters of child abuse and neglect.

[http://www.state.il.us/dcfs/faq/faq\\_faq\\_can.shtml](http://www.state.il.us/dcfs/faq/faq_faq_can.shtml)

## **Behavior Management**

NSRS may request a copy of your child's IEP and/or behavior program or CANS form. Failure to produce copies may result in dismissal from the program. NSRS staff members try our best to accommodate your camper's needs by following the same behavioral procedures as home and school.

## **Discipline**

A positive approach will be used regarding discipline. NSRS staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The agency reserves the right to dismiss a participant whose behavior endangers his/her own safety or the safety of others, or engages in a disruptive behavior that affects the quality of the program. No refunds will be given for suspension or dismissal from a program for violating the behavior management policy.

## **Procedures**

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

If the participant exhibits inappropriate actions, the following guidelines should be followed:

1. Programs leaders will determine the severity of the action and immediately take steps to correct the behavior. These may include but are not limited to:
  - Verbal warning
  - A supervised time-out from the program.
  - A suspension from the program for a designated time period. When determining the timeframes of suspension, staff should consider the severity of the actions; the length of the program or activity;

any past behavior issues with the individual; and willingness to improve their inappropriate behavior.

- Dismissal from the program or activity. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the agency reserves the right to dismiss a participant whose behavior endangers his/her own safety of others.
2. If a participant receives a time-out or a suspension, the program leader will contact the parent/guardian and explain the inappropriate actions that were observed by the staff. The behaviors and the actions taken will be documented.
  3. There will be ongoing communication between the staff and parent/guardian regarding any further incidences of inappropriate behavior. Some other options may be discussed with the parent/guardian including limited/reduced timeframe that participant is allowed to attend the program.

### **Discharge Procedures**

Participants shall be discharged from programs to ensure protection of their own and other participant's physical and emotional well-being. Any participants who, after attempt have been made to meet the participant's individual needs, demonstrates the inability to function positively in the type of environment offered at the respective recreation site, or whose presence is harmful to the group, shall be discharged from the recreation site. NSRS reserves the right to amend or skip any of the above mentioned steps if a child represents a danger to himself or other people.

Please note: All policy and procedures listed in the summer brochure will also be enforced.

## **PARENT ACKNOWLEDGMENT**

---

I hereby acknowledge receipt of my New Star Recreation Services Parent Day Camp Handbook, effective June 17, 2017 and agree to read all of the Handbook's provisions. I understand that it is my responsibility to become familiar with and follow all requirements outlined in this Handbook. I understand that the Handbook has been developed for the general guidance of the Summer Day Camp children and parents. I also understand that this Handbook supersedes and replaces any and all previous policies, whether written or oral, issued by New Star Recreation Services.

\_\_\_\_\_  
**Date Received**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Print Name**

*Acknowledge Photo Policy:*

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

*Acknowledge Early Drop Off/ Late Pick Up Policy:*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Camper's Name:** \_\_\_\_\_

*Revised April 2019*