



Northfield Park District 2010 Giggle Gang Day Camp Information

Welcome to Giggle Gang Camp! We are all looking forward to a summer that is fun-filled as well as relaxing. This packet was written to clarify our operating policies and procedures. Please review the contents of it carefully. You are responsible for reading and understanding its contents.

DIRECTOR INFORMATION

Lauren Korman is the Giggle Gang camp director this year! Lauren is a kindergarten teacher and was the Giggle Gang director last summer.

Schedule

Camp meets weekly, rain or shine from June 14-July 30. Camp runs from 9 am-12 pm.

Philosophy

The philosophy of the Northfield Park District Day Camps is to create an environment that encourages children to have fun and feel safe.

The priority for our entire staff is to provide camp memories that are lasting and enjoyable for your child, with your child's safety as the number one priority.

Communication

Communication is very important to the success of this camp. All of us, parents, counselors, directors, etc. are all working together to ensure each child has a positive experience at camp. We can only do this through effective communication. The methods we use are:

- **Camp Calendars**
Enclosed is a calendar of camp activities. We will also post the calendars in the community center & on our website www.northfieldparkdistrict.org.
- **Evaluations**
You will receive an end of camp evaluation via email. We have found that this is the easiest & fastest way to complete them, and we get a higher rate of return as well. If you do not want to receive the evaluation via email please let us know and we will mail it to you.

Do not wait for an evaluation to let us know if you ever have any suggestions or comments. Always feel comfortable talking to the staff.

Park District Staff

All staff are 16 years of age or older. Directors are required to have one-year minimum experience and at least three-years of college. Training is our most useful tool for ensuring professional, prepared and caring staff. Before camp begins staff

is trained in safety, dealing with behaviors in a positive manner, program/activity planning, emergency procedures, etc. All staff are also trained and certified in CPR and First Aid.

Our staff is your most important means of communication! They are busy, but will always make time for questions, concerns, suggestions, and to hear what we're doing right. The following is a list of typical questions and concerns and the staff who can assist you:

- *Child's daily activities*
Refer to calendar or weekly newsletter.
- *Payments*
See registration staff.
- *Behavior, how they're interacting in camp? Problems, concerns, etc. about child*
See counselor or camp director
- *Not satisfied with answers from camp director or any camp issues*
See the Recreation Supervisor

Medical Forms

Please complete all the information on the Medical Form included. You may return it to the Community Center before the first day of camp or turn it into the Camp Director the first day of camp. **This form must be completed before your child will be allowed to attend camp.**

Please make sure there is an emergency contact & number on the form. Emergency contacts will be reached when parents are unavailable and your child is sick, injured or still at camp after it ends. If there are any changes and/or additions to the emergency contacts, please put it in writing and give to registration or your child's counselor or the director.

Medical Emergencies

In the event of a medical emergency or accident, the counselor will provide emergency first aid. We will then contact the parent/emergency contact. In the event that the parent/emergency contact cannot be reached and emergency care is required, the staff will call the Northfield Fire Department to transport the child to the nearest hospital.

Medicines

Necessary medications may be administered to a child at camp upon filling out a medication form. If you need one ask registration or camp director. Prescription medications must be labeled. Medicine must be brought in its original container.

Illnesses

For the protection of all campers, your child should be kept at home (we CANNOT accept him/her at day camp) if s/he shows any of the following symptoms:

- A temperature
- Diarrhea or vomiting
- A rash
- Discharging of ears or eyes

Parents should exercise every precaution. Children must be well enough to participate in all regular planned camp activities upon returning to camp from an illness.

If a child has a contagious disease, s/he should be kept at home and the **FACT OF HIS/HER CONDITION SHOULD BE REPORTED TO THE CAMP DIRECTOR.** (Strep throat, measles, mumps, chicken pox, head lice etc. are among these conditions categorized as "highly contagious").

If a child becomes ill during the day, the parent or emergency contact will be contacted with the request to take the child home.

***Drop Off/Pick Up Procedures**

Due to the great success and positive feedback we received, drop off/pick up will be in the turn-around of Middlefork School once again this summer. Counselors and CIT's will assist in campers in and out of vehicles. We ask that parents stay in the vehicles so that this process takes place as quickly as possible. If you do wish walk your camper up to their counselor, as many of you may especially the first day of camp, please park in the Community Center lot or the new spaces that have been added on Wagner Rd. (north of the school) & use the sidewalk to walk them to the front of the school. There will be NO parking in the Middlefork turn-around. We will follow the same Drop-Off and Pick Up procedures as Middlefork School.

****Please see attached map****

Upon entering the driveway, drivers with Giggle Gang campers should use the driving lane to pull up past the sign & then move to the right-hand curbside lane. This portion of the driveway is for Giggle Gang drop-off/pick-up and begins just after the sign, which is located north of the main door and extends wall and extends to the end of the drive. Once they have dropped off their camper, drivers should carefully merge into the center driving lane and follow the driveway to the exit at the far north end. As cars leave, waiting cars should pull forward. **THERE IS A 5 MPH SPEED LIMIT IN THE DRIVEWAY.**

Once all campers are dropped off counselors will walk them through the small gym into the Community Center. We ask for your patience and if you have any questions or concerns please speak with our camp director, Lauren.

For security reasons, please inform your child's counselor in writing of any changes in your child's day, especially if your child is going home with someone other than a parent. Staff will not release your child to any person who has not been authorized, in writing, by the parent(s) to receive the child. If your child is arriving after camp has already begun, please come to the Community Center front desk and a staff member will direct you to their group.

Late Pick-Up Policy

Our camp is over at 12 pm and staff has other commitments. Please be considerate and pick up your child promptly at dismissal time. **Failure to do so will result in a verbal warning for a first offense, and thereafter, a \$10 fine for each 15-minute increment.** Parents that are constantly late in picking up their child (ren) from camp may be asked to leave the program.

Parking

During the summer months the Community Center is a busy place. Parking can be a challenge. Please park in the designated areas only. Please be sure to drive slowly and watch for children walking or riding bikes.

Clothes/Dress

Please dress your child according to weather and our camp schedule. A general rule of thumb...**dress for mess!** They're kids, and it's summer, so expect paint, glue, mud, water, and of course, popsicles on clothes.

It is also very important that all the children wear gym shoes to camp. We will be running around and playing games. We don't want anyone to injure their toes, so please no sandals or flip-flops unless we're having a water day!

Because we are outside most of the time, sunscreen is a must! Please use all day protective sunscreen of SPF 15 or higher. Counselors are not permitted to apply sunscreen on campers. Applying bug spray is also a good idea we don't want those bugs ruining our day. Wearing a hat is always a good idea too. Your child will be issued a camp shirt the first week of camp.

Camp Backpacks

Along with t-shirts, all campers will receive camp backpacks. These backpacks can be used to carry extra clothes, sunscreen, towels, water bottles and other necessities. We will put your camper's name on the backpacks during the first week of camp. Camp T-shirt is a **must** for Field Trip days. Camp bags are good for water days to keep your campers towel from getting misplaced.

Field Trips/Performances

We have scheduled some very special outings & performances for our campers. Check the enclosed camp calendars for these dates. **CAMPERS SHOULD ALWAYS WEAR CAMP T-SHIRTS ON FIELD TRIPS.** If you have any questions about upcoming camp days, feel free to ask a counselor or the director.

Back by popular demand again this year is a Children's Concert series on some Fridays. Our campers will be attending these performances at Clarkson Park. More information regarding the drop off and pick up procedures for these days will be passed out the first week of camp. These concerts are open to the public so feel free to attend.

Young Rembrandts

For the fourth summer Young Rembrandts will be part of our summer camp program. Every child will receive a 30 minute drawing lesson on Monday mornings that will allow them to learn to access their creativity & imagination. There will be a brand new subject matter each week.

Snack

Please send your child with a snack each day and include a beverage. Please note there is no refrigeration available so pack appropriately. Also, please mark bags or lunch boxes clearly with your camper's name. Please be sure that your child has a good breakfast before they arrive to camp.

Items from Home

If an item is brought to camp, we cannot be responsible for it. Please do not send your child with any valuable items, toys etc. as they are easily misplaced.

Lost & Found

Items accumulate quickly! If items are marked they can easily be returned. Items not marked will be put in a lost and found box in the Community Center. At the end of camp, items not claimed will be donated to a local charity. It is the parents' responsibility to check this lost & found box.

Behavior Expectations

The Northfield Park District encourages everyone to have fun at camp. However, certain rules have been established to ensure the safety and enjoyment of everyone. All campers and parents are expected to demonstrate age appropriate behavior during the camp programs. The Northfield Park District behavior code includes the following expectations:

1. Show respect to all participants, staff and volunteers.
2. Follow directions from staff and volunteers.
3. Respect the equipment, supplies and facilities.
4. Refrain from using inappropriate or foul language.
5. Refrain from any aggressive behavior (hitting, punching, slapping, kicking, biting etc) regardless if the behavior is initiated or in retaliation.
6. Will not show continuous disruptive behavior.
7. Have Fun!

All discipline matters will be approached on an individual basis and will be dealt with in a positive, caring approach. The Northfield Park District reserves the right to dismiss a participant if the above noted behavior expectations are not adhered to, and/or, parent/guardian response to a problem is not attempted. Each situation will be evaluated individually.

Adding Weeks/Switching Weeks

In past summers we have received many requests to add weeks & we will try to accommodate those requests if possible based on space & staffing. However we have put some policies into place to try to cut down on confusion & chaos.

- You will need to pay the publicized price of the # of weeks you will be adding. We will not be able to pro-rate or refigure fees based on adding weeks.
- You must make the request 5 business days prior to the week you want to add so we can notify staff & make sure we have the appropriate supplies & transportation, if applicable.
- Currently all weeks are still open, however we may have to close certain weeks if we reach capacity based on the number of staff.
- If you wish to switch weeks you must make the request 5 business days prior to the week you wish to switch to.

Refund Policy

A full refund, less a \$50 service charge will be granted through June 15th, which is the last day to request refunds.

Camp Breakfast

Please join us for our 7th Annual Camp Breakfast with your camper on Friday, June 18th at 9 am in the small gym. This is a great opportunity to meet the staff.

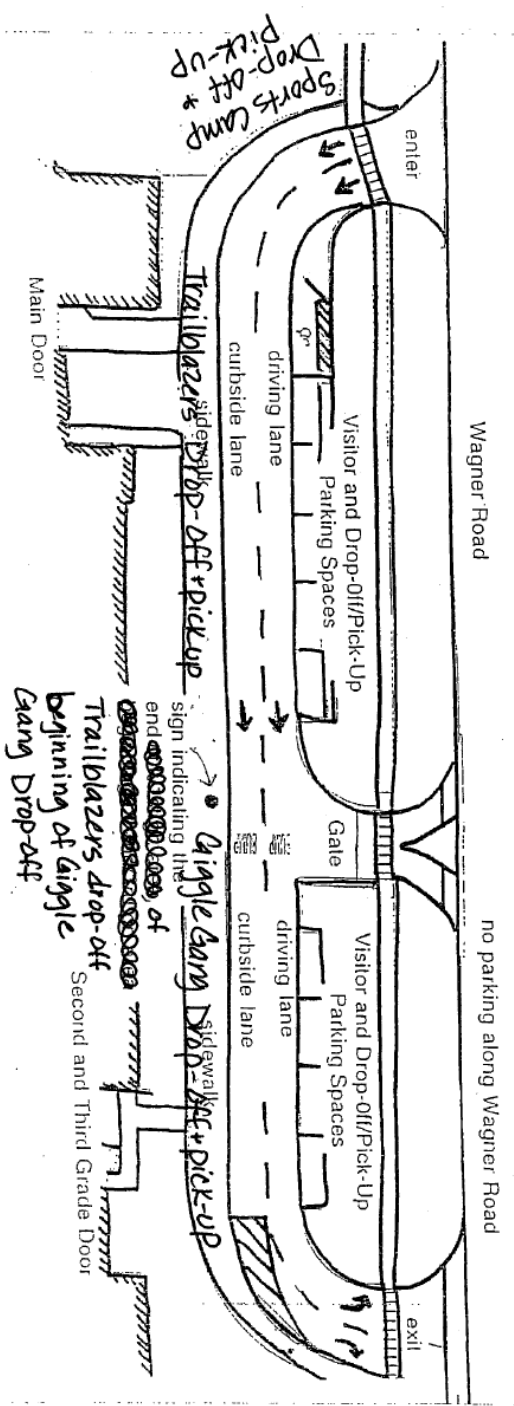
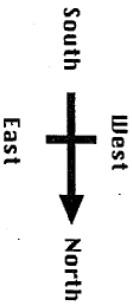
First Day of Camp

You will be receiving a call from your camper's counselor the weekend before camp starts. Please stop by the first day and meet our terrific staff. We will be happy to answer any questions or concerns. We welcome your questions and suggestions anytime.

Happy summer!

The Northfield Park District Staff

MIDDLEFORK SCHOOL Drop-Off/Pick-Up Procedures



MIDDLEFORK SCHOOL

Northfield Park District

Medical Release Form

Date _____

Camp Attending _____

Child's Name _____

Address _____

Email Address to send evaluation form to _____

Phone _____ Age _____ Birthdate _____ Grade Entering in Fall _____

Mother's Name _____ Work/Cell Number _____

Father's Name _____ Work/Cell Number _____

Doctor's Name _____ Phone _____

List any special health problems, which the instructor should be aware of, such as physical limitations, allergies, etc.

Special Instructions _____

Persons to notify in case of emergency or illness other than parents:

Name _____ Phone _____

Name _____ Phone _____

Names and phone numbers of persons who may pick up your child in your absence:

1. _____

2. _____

3. _____

I give Northfield Park District permission to release _____

(Child's Name)

All above listed individuals (including parents or legal guardian) must provide upon request a photo I.D. during time of sign in/out.

(Parent/Legal Guardian Signature)

(Date)