



2023 Parent Manual



PARK DISTRICT
of OAK PARK

www.pdop.org/camps



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***Please Note: Not all of the information in this handbook may pertain to your child's camp.
This handbook is designed to be an overview of all of the Park District's Summer Camps.***



ACA Accreditation

The Park District of Oak Park is proud to be accredited by the American Camps Association (ACA). This nationally recognized program, developed exclusively for the camp industry, focuses on program quality, health, and safety issues. It also requires us to review every facet of our day camp operations on an annual basis and go through a reaccreditation process every three years. We have voluntarily submitted to this independent audit by camp experts and have earned this mark of distinction. Staff to camper ratio is 1:6 for campers ages 3-5, 1:8 for campers ages 6-8, and 1:10 for campers ages 9-13.

Our Goal

Summer Camps:

To create a safe and nurturing environment that stimulates development, where children can express themselves, build friendships, try new things, grow, and enhance their natural enthusiasm for learning, exploring, and creating.

Park District of Oak Park Mission:

In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks and facilities.





Preparing for Your Day at Camp

- Bring a reusable water bottle to help keep your camper hydrated throughout their active day. Water fountains will only be used to refill water bottles. Participants and staff will not be able to drink directly from the fountain.
- Please apply sunscreen to your camper before leaving home. Pack additional sunscreen so that it may be reapplied by campers throughout the day.
- Dress campers in comfortable clothing that can get dirty. Make sure that they are wearing shoes that the camper can participate in a variety of activities in; gym shoes are highly recommended.
- For full day camps, please pack a healthy lunch and snack marked with your camper's name. Do not send mayonnaise or milk-based products as refrigeration is not available. We recommend sending your child's lunch in an insulated lunch box with a reusable ice pack due to the lack of access to refrigeration. Due to potential allergies, **please do not send peanut-based products (including peanut butter) or any other tree-nut based products.**
- Any additional special items such as a towel and swimwear, field trip waivers or special clothing will be communicated on your child's weekly schedule or in additional newsletters per campsite.
- Please leave all toys, electronic equipment (including cell phones), and any other valuable items at home. They only serve as a distraction that can lead to behavior problems or disappointment if the item is lost, stolen, or damaged.
- Campers that attend extended camp will be provided a snack that they will eat upon start of the extended program.
- What to pack each day: 1 snack (for full-day camps), shirt/towel (if your child's camp goes to the pool), sunscreen, water bottle, and a lunch. **Please label all belongings.**

Rink Camps

- Hockey players must wear full equipment on the ice. Players can come with equipment on or put it on at the rink if they are able to do so without assistance.
- Figure skaters should dress for cold weather. Even with warm weather outside, the inside of the rink will still be cold.
- Don't forget to send your child with his/her skates. If your camper needs skates, there are rental skates available.

Registration Deadlines & Forms

So that staff can be adequately prepared for the first day of each camp session, all campers must be registered and have submitted a Participant Emergency Form by 5pm on the Thursday before each camp session. Staff is unable to accept registration on-site. **Please be aware that your child will not be allowed into camp unless they are pre-registered and have a Participant Emergency Form on file.** All registration information can be found on our website at www.pdop.org. The link to the online Emergency Form will be emailed to you prior to the first day of camp, using the email address we have on file in our registration software.



Refund Policy

Our camps require a minimum of two weeks' notice to withdraw from a program and be refunded for it. Please note that there is a \$25 non-refundable registration fee for full-day camps. You may contact customer service directly at (708) 725-2000 to withdraw from a program and be issued a full or partial refund or to be transferred to another camp.

Receipts

Receipts are available on your family's registration/household account. Annual childcare statements can also be provided upon request to the Program Supervisor. The Park District of Oak Park's Tax ID Number is 36-6006028.

In case of a separation or divorce, the custodial parent is responsible to make payments on time, and will receive all bills and tax statements.

Payment Plans

Camp payment plans are available thru March 31st for the summer of 2023. A \$25 non-refundable deposit is required for each camp session. Camp balance payments will be split between May 1st and June 1st using the same electronic payment choice at the time of registration. If payments are declined for any reason, it is your responsibility to follow up and complete the payments. Families with camp balances after the date of June 1st run the risk of having their camps cancelled.

To take advantage of the payment plan when registering online, make sure you are selecting the payment choice with installments for every camp session. If you do this process correctly, you will only owe \$25 for each summer camp session at checkout.





Appropriate Clothing

Campers will be very active during camp. As a result, they should wear appropriate clothing that will enable them to participate in these activities – including closed-toed shoes. Please do not send your child to camp in flip flops or sandals. Please make sure that your child's clothing does not contain any offensive wording or pictures. Parents will be contacted to bring an alternate set of clothes for their child if their clothing is deemed inappropriate.

Bus Rules

Many camps use busses to transport campers to:

- Field trip destinations
- The pool or ice rink (depending on distance/weather)
- To extended camp when there is inclement weather

When riding on a bus, campers are expected to abide by the following rules:

1. Sit with bottoms in seats and back to the back of the seat
2. No eating or drinking (except when water is allowed)
3. No shouting
4. Campers must be silent at railroad crossings and while the bus is backing up
5. Listen to all staff and bus driver rules
6. No standing or moving while on the bus
7. Windows only halfway down; never put anything (objects or body parts) out of the window
8. Backpacks must be placed on the camper's lap or on the floor at his/her feet
9. Aisles are to be kept clear

Please note that the Park District contracts bus services with a company that meets all Illinois rules and laws. Some large school busses may not have seat belts.





General Weekly Schedule

These schedules are just a general sample – each week will have its own unique games, activities, trips, and fun!

Camp Spark

8:00 – Sign In
8:15 – Rules & Expectations
8:30 – Ice Breaker/Getting to Know You Games
9:00 – Group Games/Snack
9:45 – Walk to Rehm
10:15 – Swimming @ Rehm Pool
11:15 – Walk back to Camp Site
11:45 – Lunch
12:15 – Camp Game
1:00 – Arts & Crafts
1:45 – Group Game
2:30 – Playground
3:00 – Sign Out

Half-Day Camp

One camp day each week will feature a special guest tied to the weekly theme

8:00 – Arrival/Organized Free Play
8:15 – Welcome- Circle/Story/Song time
8:45 – Weekly Themed Center Rotation
10:00 – Large Motor Movement/Game
10:30 – Group Craft
11:00 – Snack
11:30 – Sign Out

Sports Camp

8:00 – Sign In
8:15 – Rules & Expectations
8:30 – Soccer
9:45 – Walk to Rehm
10:15 – Swimming @ Rehm Pool
11:15 – Walk back to Camp Site
11:45 – Lunch
12:30 – Floor Hockey
1:30 – Dodgeball
2:30 – Free Time
3:00 – Sign Out

Teen Scene

8:00 – Sign In
8:15 – Rules & Expectations
8:30 – Weekly Overview
8:45 – Ice Breaker Games
9:15 – Group Game
10:15 – Craft
11:30 – Lunch
12:15 – Rink Expectations
12:30 – Skate @ RCRC Ice Rink
1:30 – Sports Game
2:30 – Free Time
3:00 – Sign Out



Camp Contact Information

Camp	Location	Camp Contact Information *Phone numbers will be communicated by camp prior to the first day of camp	Program Supervisor
Stay and Play	Stevenson Center	earlyadventurecamp@pdop.org	Natalie Kurek (708) 725-2155, Natalie.Kurek@pdop.org
Adventure Weeks	Andersen Center	earlyadventurecamp@pdop.org	Natalie Kurek (708) 725-2155, Natalie.Kurek@pdop.org
Nature Weeks	Austin Gardens	earlyadventurecamp@pdop.org	Natalie Kurek (708) 725-2155, Natalie.Kurek@pdop.org
JR Spark	Ascension Church	CampSpark@pdop.org	Natalie Kurek (708) 725-2155, Natalie.Kurek@pdop.org
Camp Spark K-1	Fox Center	CampSpark@pdop.org	TJ Hanes (708) 725-2104, TJ.Hanes@pdop.org
Camp Spark 2-3	Longfellow Center	CampSpark@pdop.org	TJ Hanes (708) 725-2104, TJ.Hanes@pdop.org
Camp Spark 4-6	Barrie Center	CampSpark@pdop.org	TJ Hanes (708) 725-2104, TJ.Hanes@pdop.org
Rookies Sports Camp	D97 Location TBA	SportsCamps@pdop.org	Ryan London (708)725-2116, Ryan.London@pdop.org
Veterans Sports Camp	D97 Location TBA	SportsCamps@pdop.org	Ryan London (708)725-2116, Ryan.London@pdop.org
MVP Sports Camp	D97 Location TBA	SportsCamps@pdop.org	Ryan London (708)725-2116, Ryan.London@pdop.org
SCAW	D97 Location TBA	scaw@pdop.org	Megan Ulczak (708) 725-2106, Megan.Ulczak@pdop.org
Ramp Camp	Stevenson Center	RampCamp@pdop.org	Ryan London (708)725-2116, Ryan.London@pdop.org
Teen Scene	Field Center	TeenCamps@pdop.org	TJ Hanes (708) 725-2104, TJ.Hanes@pdop.org
Outdoor Explorers	D97 Location TBA	ecorangerscamp@pdop.org	Hannah Szuch (708)725-2043, Hannah.Szuch@pdop.org
Outdoor Adventurers	D97 Location TBA	ecorangerscamp@pdop.org	Hannah Szuch (708)725-2043, Hannah.Szuch@pdop.org
Camp for Curious Minds	D97 Location TBA	ecorangerscamp@pdop.org	Hannah Szuch (708)725-2043, Hannah.Szuch@pdop.org
Skate & Swim	RCRC	skateandswim@pdop.org	Abby Sacks (708)725-2303, Abby.Sacks@pdop.org
Hockey Camps	RCRC	skateandswim@pdop.org	Abby Sacks (708)725-2303, Abby.Sacks@pdop.org
Figure Skating Camps	RCRC	skateandswim@pdop.org	Abby Sacks (708)725-2303, Abby.Sacks@pdop.org
Camp Splash	RCRC	skateandswim@pdop.org	Abby Sacks (708)725-2303, Abby.Sacks@pdop.org
Jr. Lifeguard	RCRC	skateandswim@pdop.org	Abby Sacks (708)725-2303, Abby.Sacks@pdop.org
Chess & Lego Camps	Various Locations	Megan.Ulczak@pdop.org	Megan Ulczak (708) 725-2106, Megan.Ulczak@pdop.org
Horticulturist Training	Oak Park Conservatory	Patti.Staley@pdop.org	Patti Staley (708)725-2451, Patti.Staley@pdop.org
Cooking Around the World	Cheney Mansion	Susan.Crane@pdop.org	Susan Crane (708) 725-2502, Susan.Crane@pdop.org



Gymnastics Camps	GRC	Gymnastics@pdop.org	Jamie Lapke (708) 725-2276, Jamie.Lapke@pdop.org Keith Kerrigan (708) 725-2280
CIT's	Various Locations	Abby.Meachum@pdop.org	Abby Meachum (708) 725-2169, Abby.Meachum@pdop.org

Who Do I Contact and When?

Site Supervisor – The majority of your communication will likely be with your child's camp site supervisor. The site supervisor is on the camp site at all times and has the site phone with them throughout the day. If your child is going to be absent, late, or picked up early the site supervisor is the person to contact to let them know. If you have any questions about the camp schedule, field trip destinations, or what your camper should or should not bring to camp, please contact the Site Supervisor. See the previous page for contact information per site.

Camp Coordinator – The Camp Coordinator serves as a mentor and supervisor of site supervisors and counselors at various locations throughout the summer. The Coordinator ensures that staff follows camp schedules, fulfills job responsibilities, and adheres to safety requirements. The Coordinator oversees the development of camp itineraries, creates schedules, and leads staff meetings for assigned Day Camp programs while considering Park District rules and safety.

Program Supervisor – The program supervisor is the Park District's full-time staff member who oversees that particular camp. If you have any questions or comments that pertain to the overall quality of that particular camp, you should contact the Program Supervisor. The Program Supervisor also has a better understanding of all of the different camps that the Park District offers, should you have questions about what camp is the best fit for your son or daughter.

Customer Service – If you would like to withdraw from a particular camp or program, please contact Customer Service at (708) 725-2000. Please remember to give two weeks advance notice should you request a refund from the Park District. Our two registration locations are Ridgeland Common Recreation Complex (415 Lake St.) and the Gymnastics Recreation Center (21 Lake St.)



Camp Locations and Descriptions

Stay & Play (Ages 2-3.5) – Stevenson Center: 49 Lake St.

Stay & Play will boost your child's independence and emphasize socialization with their peers through play. Additionally, your child's fine motor skills, senses, and coordination will develop as they participate in daily planned activities like shaving cream art, obstacle course challenges, and songs. Qualified summer staff will create a nurturing environment that your child can't resist coming back to each day. Please note that this is not our Playschool program and is a play camp; however, this is a great program for those transitioning into Playschool at the Park District after Labor Day this fall. No swim days or field trips are scheduled.

Adventure Weeks (Ages 3-5) – Andersen Center: 824 N Hayes Ave.

Summer should be full of adventure! Join us weekly as our qualified summer staff plan crazy, wacky, and wild theme-based adventures that are sure to spark creativity and interest within your child! From the Wild West to a week full of Balloons your little adventurer will be skipping home smiling, laughing, and excited about what the next day will bring. Crafts, small and large group games, various activities, snacks, songs, and stories will fill the daily schedule. Come join us for an adventure of a summer....where no two weeks will be the same!

Jr. SPARK (Age 4-Grade 1) – Oak Park Conservatory: 615 Garfield St.

Jump into a world of fantasy, adventure, and growth at Camp SPARK! Summer is a time to develop education you won't get at school - education in fun! At SPARK, we focus on developing SKILLS, fostering PLAY, providing ADVENTURE, and promoting RECREATION for KIDS. This camp is sure to SPARK the spirit within you. Jr. SPARKers start to learn independence from parents as they develop individuality and friendships with fellow campers. Dexterity is practiced through arts and crafts to improve fine motor skills and games are played to improve hand-eye coordination.

Camp SPARK K-1 (Grades K-1) – Fox Center: 624 S. Oak Park Ave.

Camp SPARK 2-3 (Grades 2-3) – Longfellow Center: 610 S. Ridgeland Ave.

Camp SPARK 4-6 (Grades 4-6) – Barrie Center: 1011 S. Lombard

Jump into a world of fantasy, adventure, and growth at Camp Spark! Summer is a time to develop education you won't get at school - education in fun. At Camp Spark, we focus on developing skills, fostering play, providing adventure and promoting recreation for kids. This camp is sure to spark the spirit within you. Campers will work on teamwork and cooperation through gameplay, improve artistic skills through arts and crafts, and get the opportunity to try new things and explore new hobbies.

Rookies Sports Camp (Grades K-1) –

Veterans Sports Camp (Grades 2-3) –

MVP Sports Camp (Grades 4-6) –

MVP Sports Camp (Grades 7-8) –

Rookies, Veterans & MVP Sports Camps offer a great opportunity for your child to participate in a wide variety of sports and games throughout the summer. Daily activities are a great balance of instruction, skill development, and both recreational and competitive games. Each camper will have the opportunity to benefit from all of the activities offered, regardless of skill level.

SCAW (Grade K-7)

Spend your summer mornings with professional artists and instructors in this unique Art & Academic experience. Campers will explore their creative side through dance, theater, ceramics, science and more! They will partner with their peers through socialization and hands-on expression. Sprinkle your arts schedule with academics, or paint all day, the choice is yours as you pick, choose, and plan your summer schedule.

Ramp Camp (Grades 4-9) – Stevenson Center: 49 Lake St.

Responsible and enthusiastic instructors will ensure that your skateboarder has a memorable week at Ramp Camp. Participants will learn the importance of safety and a variety of tricks depending on their level of comfort. Team games, arts, crafts and skateboarding will be infused with daily activities. In the afternoon, free skate time will be mixed with other fun activities such as swimming and basketball.



Teen Scene Summer Camp (Grades 7-9) – Field Center: 935 Woodbine Ave.

This is the place for teens to make the most of their summer! Campers will work on teamwork and cooperation through gameplay, improve artistic skills through arts and crafts, and get the opportunity to try new things and explore new hobbies. With great staff who love working with teens, parents can be assured that their teens are in good hands and teens can rest easy knowing that they'll have a great time with their friends - old and new!

Outdoor Explorers (Grades K-3) – D97 Location TBA

Do you love animals, plants, and bugs? Then this camp is for you! Let your wild side out as we explore a different nature topic each week through hands on experiences, field trips and more!

Outdoor Adventurers (Grades 4-7) – D97 Location TBA

Fill your summer with exploration at one of our adventure camps! Each week we'll try out a different outdoor skill or experience, and get hands-on with enough adventure to satisfy even the most excitable outdoor enthusiast!

Hockey & Figure Skating Camps (Grades 3-7) – RCRC: 415 W. Lake St.

Get on the ice this summer at the Ridgeland Common Recreation Complex. Beat the heat by working on improving physical fitness as well as specific skills related to hockey and figure skating. Time will be spent on the ice building core fundamentals of the sport, as well as off the ice improving agility, balance, and coordination. Games and activities will mostly be associated with hockey or figure skating.

Jr. Lifeguard Camp(Grade 4-8) – Ridgeland Common Recreation Complex: 415 Lake St.

Jr. Lifeguard Camp teaches campers water safety, lifeguard rescues, First Aid, and CPR. All of these skills are presented through fun challenges and competitions. Upon completion of the camp, Jr. Lifeguards will receive a certificate of participation as well as an invitation to the Illinois Parks and Recreation Association annual guard games as a member of the PDOP Jr. Lifeguard team.

Camp Splash (Grade K-3) – Ridgeland Common Recreation Complex: 415 Lake St.

Make a splash over the summer! Campers are divided by swimming ability and are taught swimming and water safety skills. The day will be filled with fun activities, games, and crafts all about swimming. Camp Splash fosters a love of water and an understanding of how to stay safe at the pool.

Camp for Curious Minds (Grades 1-4) – D97 Location TBA

Calling all Junior Scientists! Camp for Curious Minds lets your children explore a variety of different scientific disciplines through experiments, games, art, and more! From geology to chemistry to forensics, your child will enjoy a STEAM-filled week at camp. Our qualified summer staff will create a fun and educational environment that your child can't resist coming back to each day, and they'll return home with great new knowledge to share with you. No swim days or field trips are scheduled.



Sign In/Sign Out Procedures

All campers must be signed in at the beginning of the camp day and signed out at the end of the program. Children will only be released to individuals who have been given permission to pick up that child on the emergency form. The Park District must receive written notification from the parents of any additions or changes to this list. In the event of an unreported absence from camp, camp supervisors will call home after the first hour of camp.

Please bring your ID with you when signing out your child. Individuals will be asked to show their ID when picking up a child to ensure that they have been given permission to do so on that child's emergency form. We do this to ensure the safety of all of our participants. Campers that are 12 years or older may be granted permission by their parent or guardian to sign themselves in and out. For children that are 10 or 11 years old, we highly recommend that they are signed out by a parent or guardian. We do not provide crossing guards and children will not be leaving in large numbers to walk home. If a parent feels their 10 or 11 year old can sign themselves out, written notification must be provided in advance (they will have the option to do this on their child's emergency form). Children under 10 years of age must be signed in and out by a parent/guardian. If you have a special request, please connect with the Program Supervisor.

On occasion you may decide that you would like to add somebody to your child's authorized pickup list. There are a few different ways to do this:

1. Request your unique web address from the program supervisor to update your child's online emergency form.
2. Turn in a signed hand-written note to your child's site supervisor granting us permission to release your child to that individual.
3. Email permission to the program supervisor.

All authorizations must be received in writing.

If the program staff has any questions about an individual's authorization to pick up your child, you will be contacted before your child is released.

While we will always attempt to follow parental wishes, the Park District cannot stop a parent from picking up their child unless there is a restraining order in place. Please provide the Program Supervisor with any confidential custody information.



Late Pick-up Policy

Please be aware of what time your child's camp ends. If you are late, please call your child's Site Supervisor on the program cell phone to notify them of your arrival time. If you are stuck in traffic or unable to pick up your child for any reason, please contact one of the authorized adults listed on your child's emergency form.

Late Pick-Up Fee:

After the program ends there is a late fee of \$10.00/child for each fifteen (15) minute period is assessed:

1-15 minutes late	\$10.00
16-30 minutes late	\$20.00
31-45 minutes late	\$30.00
46+ minutes late	\$40.00

Program Staff cannot accept late fees. All parents picking up their child late will be required to sign a late payment form and will be billed accordingly through our registration office.

If we have no contact from a parent 15 minutes after camp ends, a responsible party from your emergency form will be contacted to pick up your child. If we are unable to make contact with anyone who can pick up your child 30 minutes after camp ends, we will contact the Oak Park Police Department for assistance. If you are late and there is no one at the camp site, first contact the individuals listed on your emergency form to see if they have your child.

After three late pick-ups of 30 minutes or more, the Park District will dismiss the child from the program. This policy is enforced for the entire summer for all program locations.

Flex Pick-Up

To accommodate parents that have children enrolled in multiple PDOP camps throughout town, we offer flex pick-up from 3-3:30. Please alert your child's site supervisor on the first day of each week if you are planning on utilizing the flex pickup option.



Health Care Policies

Our camps are not licensed for the care of sick children. For the benefit of everyone attending our camps, we require that any campers suspected of having (or have been diagnosed as having) a contagious illness stay home from camp. Staff have the authority to refuse any child who shows signs of illness using the following guidelines:

- **Temperature of 100 degrees:** A child who is ill with a fever may not be at camp, even if controlled by medicine.
- **Vomiting:** A child who vomits will be sent home immediately.
- **Strep throat:** A child must take antibiotics for 24 hours before returning, and can only return if there has been no fever for 24 hours and they continue to take antibiotics for 10 days.
- **Diarrhea:** A child who has diarrhea twice in one 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 began.
- **Ringworm:** Children may return 24 hours after starting treatment. The ringworm must be covered until no longer visible.
- **Conjunctivitis - Pink Eye:** A child with pink eye or conjunctivitis will be sent home. Children may return 24 hours after treatment begins, or until the active infection passes completely.
- **Viral Conjunctivitis:** A child may return once the Program Supervisor receives a doctor's release stating that the child does not have bacterial conjunctivitis.
- **Head Lice:** A child must remain at home until nit free.
- **Contagious Infestations or Infections:** Need prompt treatment to prevent the spread to others. If your child should come down with a contagious infection, other parents will be notified; names will be kept confidential. In these situations a doctor's clearance note is required prior to your child's return to camp.

Make sure you have a plan in place in case your child gets sick while at camp.

If you are unable to leave work yourself, please have someone who is able to care for your child lined up. This is for the well-being and comfort of your child and the other campers and staff.

It is the parent's responsibility to verify their child's daily health is adequate before bringing him or her to camp. A child who shows signs of illness should be kept at home for the benefit of all. **If your child is exposed to a communicable disease**, you must notify the Program Supervisor immediately for the protection of the students and staff.

If your child will not attend camp due to an illness, please call the camp Cell Phone and leave a message for your child's Site Supervisor. Please give your name, your child's name (first and last) and the date(s) they will be absent.

If a child becomes ill or injured while on the site, their parent will be notified immediately. Staff will call the emergency contacts listed on your child's emergency information form if staff is not able to reach a parent or guardian directly. In case of a severe injury or illness that may require care from a health care professional, program staff will first contact emergency services to provide immediate care for your child on-site or transport him or her to a local hospital.

In severe and unique cases, the Park District of Oak Park may request that a child take an intermission from participation, until a doctor's release is provided stating that the child's condition is safe to return for both the participant and staff.

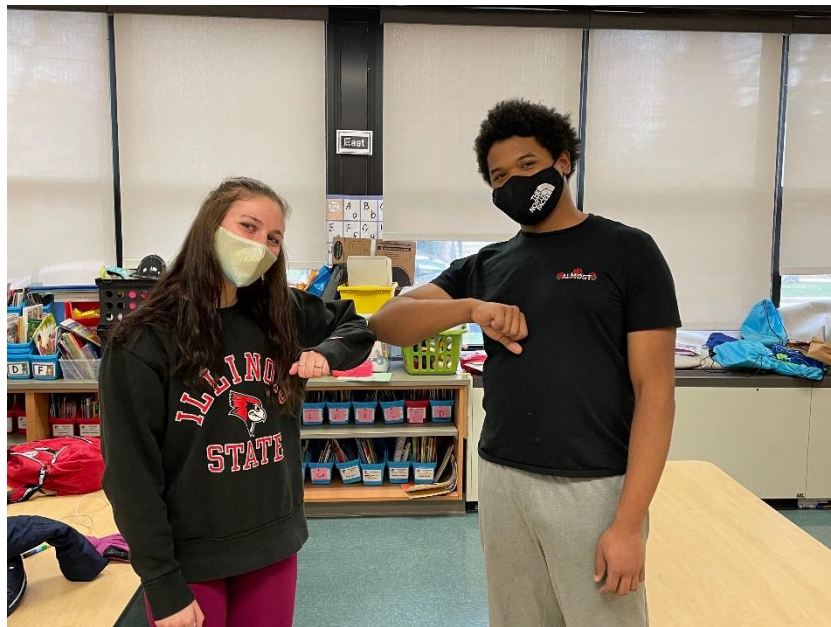
A physician should diagnose any child who experiences symptoms of a contagious disease. If you have any questions regarding an illness, please call in advance before dropping your child off. **Thank you for your cooperation in helping us to provide a safe and healthy environment for all participants!**



COVID-19 Response

Due to the changing nature of COVID guidelines, we are unable to provide specifics as to what our Summer Camps will hold at this time. We can, however, state that we will be following all of the IDPH, OPHD, and CDC guidance at the time to keep our staff and participants as safe as possible. More information will become available and communicated to our customers as we get closer to the start of our camps. Please check back on our website for updates. www.pdop.org. Thank you for your understanding as we continue to navigate the on-going pandemic.

Last Updated: 1/28/22





Dispensing Medication

If your child requires medication during the time they are in our care, please notify the Park District as soon as possible. Before any medication (prescription and non-prescription) may be given to the camp staff, a medication dispensing form must be completed; these are available through your child's Site Supervisor or online at www.pdop.org/camps.

Both prescription and non-prescription medicines must be in their **original container and clearly marked with the child's first and last name, medication name, doctor's name, dosage and other specific directions**. Parents must bring medication directly to the Site Supervisor at the program location; please verbally review all instructions and any other special considerations with your child's Site Supervisor at this time.

All medications will be kept with your child's counselor in their safety backpack. Our staff is not authorized to directly administer any medications. If needed, a staff member will verbally assist your child with taking their medication.

Food Allergies

If a child has special dietary needs due to medication, allergies, illness, or special circumstances, **you must note this in his/her emergency form**. A list of food allergies will be posted in the Park District facility's kitchen and in the binders of our camp staff, so our staff can ensure proper food distribution. If your child attends a camp where snacks provided and they can't enjoy the snacks due to multiple food allergies or dietary restrictions, parents are welcome to provide snacks and a container specifically for your child. We are a nut restricted facility. **Please do not send your child with peanut or tree nut products for lunch or snack.**

Outdoor Play

Our camps are committed to providing recreational opportunities for children, both indoors and outside! We will go outside to enjoy the playground or play organized games when weather permits. If your child is not able to participate in outdoor activities for medical purposes, a doctor's note is required. Our program is not equipped to provide one-on-one care.

Child Abuse Prevention

All Park District of Oak Park summer camp employees are Illinois Department of Children & Family Services Mandated Reporters. All employees have completed the DCFS online mandated reporter training.



Pool Safety

Lifeguard Training Program

All lifeguards at the Park District of Oak Park are certified through Jeff Ellis and Associates. Commonly known as E & A, this company provides counsel and direction in order to make our facilities the safest and most customer-friendly.

There are many different parts to being an E & A facility, the first of which ensures that all lifeguards are properly trained and licensed. This program includes the use of the International Lifeguard Training Program which ensures that all new and returning lifeguards have training in every facet of their job and requires 4 hours a month of continued training throughout the summer.

Other areas of this program ensure that there is sufficient facility coverage and that all areas of the pool are visible by properly positioned lifeguards. These guards proactively look to identify guests in distress and respond to situations before they become life threatening emergencies. The lifeguards are able to see any guest in distress within 10 seconds and reach that guest in less than 20 seconds. This is also known as the 10/20 standard of protection.

In addition to lifeguard specific skills, we also focus on other attributes of a safe and diligent facility by training in areas such as customer service, accountability, and professionalism. All our guards are held to the highest standard of safety responsibility, and are also responsible to proudly and positively represent the Park District and ensure all guests, including campers, have a safe and enjoyable day every time they come to the pool.

Camper Safety Evaluation

Each season the Park District of Oak Park aquatics staff, in conjunction with the camp staff, works to ensure the safety of all campers when they swim at the pool. This is done in a number of different ways, one of which is each camper's swimming abilities are evaluated to ensure that they are swimming in appropriate areas of the pool. Once a level is determined by the aquatics staff, campers are issued a wristband denoting what areas of the pool they can swim in. By taking this safety measure it allows both counselors and lifeguards to more easily identify campers and ensure they are in a safe area of their pool. Below is an outline of the Camp Swimmer Safety Evaluation. **Please Note: Swim Tests are conducted the first pool visit of each camp session. Campers will have less free pool time on these days.**

Program Outline

- The camper safety evaluation is done to ensure the correct color wristband is being assigned to keep each camper as safe as possible.
- All campers will receive a swimmer safety evaluation the first day they attend the pool as a member of a PDOP camp.
- Swimmer will swim two widths of the pool (50 feet) at both Rehm pool and the Ridgeland Common Recreation Complex pool.
- The evaluation will take place in age appropriate water depth, usually about 3' 6". The evaluation will always be well supervised by aquatics leadership staff, lifeguards, and camp counselors.
- Swimmers will cross the pool in small groups of two or three to ensure an accurate assessment.
- Wrist bands – swimmers will receive wristbands at the completion of the test. Wristbands allow campers to go in certain areas of the pool, while limiting access to others based on their swim ability. A description of the wristband colors is outlined on the next page.
- A swimmer may retest at any time in an attempt to receive a different color wristband.
- Campers are not required to be evaluated. A swimmer who does not wish to complete the assessment is issued a purple wristband



Wristband Colors

- Green
 - Ability – swimmer must exhibit a strong swimming stroke and go from one side of the pool to the other without stopping or touching the pool bottom.
 - Access – these campers are allowed to go anywhere at either facility
- Red
 - Ability – campers who do not competently swim across the pool (using a consistent, on top of the water stroke) and/or touch the pool bottom multiple times during their attempt will receive a red wristband. These swimmers will not have a reliable swimming stroke and be unable to stay afloat for any considerable length of time if caught in an area of the pool that is beyond their ability.
 - Access – swimmers who receive a red wristband should not surpass a water depth that is deeper than their chest. These participants may not use the diving boards at Ridgeland or the diving well at Rehm at any time during the camp day.

The Camper Swimming Safety Evaluation is intended to ensure the safest aquatic environment for campers when at the pools. Swimmers who wish to contest their wristband may do so and be reevaluated as needed. Campers who move from camp to camp should get the same color wristband, but may be asked to retest.



Swim Lessons



JR Camp Spark campers will be taught how to swim by Starfish Aquatics certified Instructors. Summer camp staff will be in the water assisting the lifeguards with instruction, giving us very low staff-to-swimmer ratios. Swimmers will have an initial focus on pool comfortability and water safety accompanied by instruction based on each child's skill level. Examples of lessons include: how to float on their front and back, glide on their front, back, and side, and kick appropriately for all strokes, and learn the appropriate arm motions for all the different strokes. These classes are held in the zero depth area as well as the shallow portion of the pool with assistance of a "tot dock" for the beginner level swimmers.

Participant Code of Conduct

We want our camps to be a great experience for everyone involved. In order for this to happen, everyone needs to play a role in creating a positive and safe environment. The Park District and Camp Staff appreciate your cooperation and understanding of these rules:

- Showing respect to all participants, staff, equipment and facilities
- Behaving in a way that results in only appropriate, kind, and positive interactions with others
- Leaving any unnecessary items at home that may cause a distraction at the program, including toys, cell phones, electronics, or items that appear to look like weapons
- Refrain from causing bodily harm to self, other campers, or staff
- Take direction from staff
- Refrain from chewing gum

Consequences for not following the rules listed or any other rules developed for the specific camp locations will be shared with the participants. In order for this to be successful, the Park District asks for parents' support in enforcing these guidelines.

Staff will address each incident with the participant (and parent if the situation requires) in a positive and fair manner meant to help teach participants how to make better choices. In instances where re-direction and a reminder of the rules is not effective, staff will follow the following discipline procedures:

- | | |
|-------------------------------|--|
| • 1 st infraction: | Verbal Warning |
| • 2 nd infraction: | Time-Out/loss of privilege, parent notification |
| • 3 rd infraction: | Behavior Management Plan discussed with parents |
| • 4 th infraction: | Suspension or dismissal from all Park District Camps |

*Behavior management plan may be discussed for the following:

- Fighting, teasing, or using inappropriate language toward other campers
- Damaging property or equipment
- Damaging property of other campers
- Disrespecting or disobeying Camp or Park District Staff
- Leaving designated group or grounds without permission
- Stealing
- Gang Association (participant will be dismissed from the program)



The Program Supervisor, Camp Coordinator, and Site Supervisor will interpret these rules. A child may advance through the levels of the Discipline Procedures, or may jump to a higher level dependent upon the severity of the behavior.

The Park District reserves the right to dismiss a participant whose behavior endangers the well-being of themselves or the program and no refunds are issued in these circumstances.

Behavior Plans

In certain situations, when deemed appropriate by the Park District staff, the camper and his parent will be asked to agree to a behavior management plan. This plan will clearly lay out our behavior expectations and guidelines in an effort to make our camps a positive experience for all of our participants.

Parent Conferences

If a student consistently displays unacceptable behavior during camp, parents may be asked to attend a conference with the Site Supervisor, Camp Coordinator, and/or the Program Supervisor. Parents may also request a conference to discuss concerns or poor behavior. Please feel free to ask questions at any time.

We believe that open communication between parents and staff is essential to your child's success and happiness.

Inclusion

The Park District of Oak Park (PDOP) and West Suburban Special Recreation Association (WSSRA) work together to provide support to children who enroll in PDOP programs and who have a disability. If you think your child may need additional support, due to disability, please keep reading to become familiar with the PDOP Inclusion process.

1. At the time of registration, please note the request for additional support
 - When you enter an individual from your household in our registration system you will be asked if they would benefit from a WSSRA aide. Please answer yes or no. You may also call or visit customer service to be connected to the appropriate program staff to request an aide.
2. The PDOP will forward your contact information and program information on to the WSSRA Inclusion Manager.
3. A member of the WSSRA Inclusion Team will contact you to assess your child's strengths and needs.
4. WSSRA and the PDOP will work with you to determine what level of accommodation is needed to best support your child, in a least restrictive environment.
5. Accommodations may include:
 - Training and resources to PDOP camp & program staff;



- Program observation and suggestions for activity modification;
- Behavior management development and implementation training for PDOP camp & staff;
- Provision of a 1:1 Inclusion Aide.

Who is eligible for Inclusion Services?

Any individual who has a disability and registers for a Park District of Oak Park program.

What types of services are available?

WSSRA will provide the type of support deemed necessary for successful participation in a partner agency program. Supports may include:

- Provision of staff training and resources to partner agency staff;
- Evaluation and modification of program activities;
- Training and use of adaptive equipment;
- Developing behavior management plans;
- Providing additional support staff including sign language staff & Inclusion Aides.

The type and level of support is individualized for each situation.

**What is the cost for inclusion services through WSSRA?**

Inclusion services are provided at no cost through the Park District of Oak Park. Participants must pay the program fees, but there is no additional cost for inclusion services.

Who do I contact if I have a question? If you have questions or need assistance regarding the program, program content, or program fees, please contact the partner agency. If you have questions regarding the inclusion process or supports, please contact WSSRA's Inclusion Manager, Chris Strum at (847) 455-2100.