

# Camp Illini, Camp Ketcha & Mean Camp Green

## 2011 Parent Manual



### Who are the summer camp staff?

Camp directors have either graduated college with degrees in education and teaching in Illinois or will be teaching for the first time this fall. All assistant directors and most counselors have at least one year of college behind them, and the majority are working towards degrees in elementary education. All staff are CPR/First Aid certified and attend a training week through the park district. Many staff have been campers in a variety of Wheaton Park District camps in their younger years. Camp staff goes by nicknames at camp, and we have included those nicknames below.

### Summer camp staff by location:

**Preschool and Camps Manager – Office located at the Community Center**

Megan Raitt

630.510.5138

[mraitt@wheatonparks.org](mailto:mraitt@wheatonparks.org)

Summer 2011

Dear Campers and Parents,

Welcome to summer camp at Northside Park! As the start of camp for your child draws near, the Wheaton Park District staff is busy making final plans for your child's session at camp. We have planned a very exciting summer and look forward to welcoming your child back to camp or to meeting them for the first time.

All the information you need prior to the start of camp is in this manual. Please take time to read this information over carefully. This helps minimize some of the confusion during the first few days of camp.

The camp manual is available on our website at [www.wheatonparkdistrict.com](http://www.wheatonparkdistrict.com). Look for the day camp button on the home page.

The following forms need to be returned on the first day of camp to your Camp Director:

- Yellow Health History & Emergency Form
- Medicine Dispensing Form (only to be turned in by those requiring that medication/inhalers be taken by campers during camp time)—Available on our website at [www.wheatonparkdistrict.com](http://www.wheatonparkdistrict.com). Please download and return on first day of camp.
- Inhaler/Epipen Waiver

We hope that this information is helpful to you. Please feel free to let us know if you have questions. We are looking forward to a great summer!

Sincerely,

*Wheaton Park District  
Summer Camp Staff*



**Where is my camp located? (see map included)**

**Camp Illini** is held at the Northside Park Shelter by the restrooms. When you enter the park from West Street, the shelter is located on the left side of the park.

**Mean Camp Green** is held at the Girl Scout Cabin in Northside Park. When you enter the park from West Street, go right and it is the first cabin on your right after the large parking lot.

**Camp Ketcha** is held at the Boy Scout Cabin in Northside Park. When you enter the park from West Street go right; the cabin is located to the left, past the pool.

**What is the camp phone number for my child's camp?**

Camp Illini:	630.945.7931
Mean Camp Green:	630.945.7929
Camp Ketcha:	630.945.7930

Please do not call for your camper at camp unless there is an emergency or if you have questions for the camp director.

**What are the camp hours?**

Camp Illini:	9:30 am-3:30 pm
Mean Camp Green:	9:30 am-3:30 pm
Camp Ketcha:	9:30 am-4 pm

Please drop-off and pick-up your camper at the appropriate time. Keep in mind that staff uses the time before camp begins to prep for the days activities. Also, there is a **\$1 a minute late charge, payable immediately for children left past the end of their camp day.** If you will be late, please call the camp phone and ask to speak with the director. If you are waiting in line to pick up your camper these charges do not apply.

**Will camp take place if it is raining or severe weather?**

Yes. Camp takes place rain or shine. In case of severe weather, camp staff follows park district procedures. If a storm takes place during the middle of camp, staff get campers to safety in the school. If lightning is seen, or thunder is heard, campers are kept indoors and are not allowed outside until 30 minutes after the last sighting or sound of thunder. If it is lightning and/or thundering at dismissal time, the parent/guardian needs to come inside to sign their child out.

- If weather conditions indicate a tornado watch, staff monitors the weather radio and weather conditions.
- If there is a tornado warning this means a tornado has been sighted. All campers and staff take shelter immediately.
- If a parent comes to pick up their camper while under a tornado warning, we recommend the parent and camper stay in the shelter. If the parent wants to take the camper (s), they must sign the camper (s) out prior to taking them from camp.

**What are the arrival procedures at camp?**

On the first day of camp, please check in with the camp director who checks your camper's forms and makes sure that everything is filled out correctly. On every other day of camp, check in with your camper's assigned counselor. That counselor notes the time they were dropped off. If a camper has not shown up for camp, and you have not called the camp director, he/she calls your home number to make sure the camper is not coming to camp.

**Forms that need to be turned in on the first day:**

- Bring report card to verify grade in school
- Yellow health history and emergency form (both sides)
- Medicine dispensing form (if needed)—Available on our website at [www.wheatonparkdistrict.com](http://www.wheatonparkdistrict.com). Please download and return on first day of camp.
- Inhaler/Epipen Waiver (if needed)—Available on our website at [www.wheatonparkdistrict.com](http://www.wheatonparkdistrict.com). Please download and return on first day of camp.

**What are the dismissal procedures from camp?**

To insure the safety of all participants, campers are only released to their parents, guardians or another adult who has been listed on their yellow emergency form. Camp staff meets you at your car at the camp location.

For the safety of our campers, please be prepared to show your license or a photo ID for the first few days at camp until staff becomes familiar with you. This may take some time, but in the end we expect this to be a speedy process. We are also issuing a "car tag" to each family which has your camper's name on it and should be displayed in the right hand corner of the window of your car when you arrive at the end of the camp day.

If your camper is a walker, bike rider or heading to the pool after camp with your permission please present this to staff in written form so that we can mark it on our attendance sheets with the time they left camp.



**What if my camper will be absent?**

As a courtesy, please call us if your camper will miss a day of camp due to illness, vacation, appointment, etc. We won't wait if we know you won't be there. If you know ahead of time that they will not be at camp, please give the director a written note with the dates your camper won't be at camp.

**How will I know what is happening each day at camp?**

All camp letters and reminders go home with campers in their backpacks. Also available online at [www.wheatonparkdistrict.com](http://www.wheatonparkdistrict.com) are medicine dispensing forms, inhaler/epipen waiver, camp evaluations, and tips and policies.

**What about lunch?**

The park district's environmental policies promote recycling and reducing solid waste. For this reason, we ask that your camper bring a **no waste lunch** each day. If there is leftover packaging or wrapping, please have your camper bring it home.

In addition to the fact that landfill space is dwindling and modern lunches waste natural resources, waste-free lunches save you money and are a terrific way to drive home an important message. Please discuss this with your children, so they are prepared and can assist in their lunch preparation. We hope that everyone learns that every day should become a no waste lunch day.

To help you know how a waste-free meal can be packed, please read the guidelines below. Thank you!

**Environmentally Friendly Lunch Ideas**

- canvas lunch bag/plastic or metal lunch box
- cloth napkins or washcloth
- refillable drink container (aluminum cans can be recycled)
- metal silverware or reusable plastic utensils
- small servings put in Rubbermaid/ Tupperware or similar container
- empty margarine tubs or yogurt containers

**Traditional Lunch Ideas**

- paper lunch bag
- paper napkins/moistened towelettes
- juice boxes or juice pouches
- disposable utensils
- prepackaged lunch kits, single serving chips, applesauce, pudding
- plastic baggies

**Please remember to pack an ice pack in their lunches to keep things cool. We do not refrigerate lunches at camp.**

**When will my camper go swimming?**

Camp Illini:	Tuesdays and Thursdays
Mean Camp Green:	Tuesdays and Thursdays
Camp Ketcha:	Mondays & Wednesdays

Campers should bring their suits and towels on the days that they are scheduled to swim. Campers are responsible for their own property. Please provide them with a well marked backpack and/or plastic bag. We may not swim each of these days due to weather or other circumstances, so we need to be flexible. Please include sunscreen with their swimsuits.

Please apply sunscreen to your camper before he/she comes to camp. Camp staff cannot apply sunscreen but supervises this action between campers of the same age/sex before they go to the pool.

All campers are required to pass a swim test in order to swim in the deep end of the pool. Swim tests are conducted on the first day the camp visits the pool by the camp staff and lifeguards. If they do not pass, they are required to remain in the shallow area of the pool.

**Are swim lessons available at my camp?**

Swimming lessons are only available at Camp Illini for all sessions. There is an additional fee of \$40 for residents and \$50 for nonresidents for all sessions. The swim lesson form must be turned in to the Community Center before camp begins. They can be downloaded at [www.wheatonparkdistrict.com](http://www.wheatonparkdistrict.com) and were included in the mailing with the parent manuals. Campers are taken by staff to Northside Pool where staff stays with them and walks them back to camp.

**Are there kids with allergies at camp?**

Yes. Please be aware that many campers have food allergies. We ask that any food you send be "nut free." Remember that peanut butter and some other processed foods contain nuts. We truly appreciate your help.

If you have a camper needs to have medicine available to them at camp, please fill out the Medicine Dispensing form and Inhaler/Epipen Waiver. These forms must be filled out and accompany any medication in its original containers. All medicine is stored in a locked box and administered to the camper by the director or assistant director who records usage in a log book.

**What is the yellow health history and emergency form used for?**

Please fill out the yellow emergency form (front & back) that is included with this manual. When filling in phone numbers please include cell phones for all contacts. Please return this form on the first day of camp. If your camper does not return the form, he/she will not be allowed to participate in camp. Please note any allergies, existing medical conditions, swimming ability and who will be picking your child up at camp.

Camp staff carries these forms with them whenever they leave their immediate cabin area, along with first aid bags and cell phones.

### Health Requirements

For each camper's protection, the following health regulations are required:

- Camp staff has the authority to refuse any camper who shows signs of illness. In such cases, the camp staff's judgment is final. It is the parent's responsibility to verify that their camper's daily health is adequate for his/her participation in the program before bringing him/her to the school. A camper who shows signs of illness should be kept home for his/her own good as well as for the protection of other campers.
- If a camper becomes ill or injured at camp, the parent is notified promptly. The staff follows directions stated on the yellow emergency form concerning your physician and others who are to be notified if a parent or guardian is unavailable. If an ambulance is called, a camp staff member rides with the camper to the hospital.
- If your camper is exposed to a communicable disease, you must notify us immediately so that incubation dates can be verified and/or health of all campers concerned can be protected.

### Please do not send your camper if they display any of the symptoms below, as they may indicate a real illness.

- Temperature above 99 F in the morning.
- Diarrhea, where more than one abnormally loose stool has occurred in the last 24 hours.
- Vomiting anytime after 6 pm the preceding evening.
- Severe coughing where the child gets red or blue in the face or the child makes a high-pitched croupy or whooping sound after he or she coughs.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Pinkeye (conjunctivitis), evidenced by tears, redness or eyelid lining and irritation, followed by swelling and discharge of pus.
- Infected skin patches that are crusty, bright yellow, dry or gummy.
- Any contagious disease, like chicken pox, measles, mumps, mono, etc.
- If an antibiotic has been given for an ear infection or sore throat, wait 24 hours before sending a child back to camp.
- Severe itching of the body or scalp could indicate the presence of lice.
- Severe sore throat or trouble swallowing.
- Constant runny nose.

When validated, keeping children from camp when sick prevents the spreading of disease, so that all kids in the camp are healthier and miss fewer school days.

### How should my camper dress for camp and what should they bring?

Ready to play! Campers should wear clothes that they can get dirty or stained and be dressed for the weather – sometimes it gets cold in the summer. **Please make sure to label all belongings because campers are responsible for their own belongings.**

- Backpack to carry projects and supplies.
- Towel
- Sunscreen
- Gym Shoes – No open toed shoes. These include but are not limited to sandals and Crocs. These create a tripping hazard and do not protect little feet from being harmed when stepped on.
- When it is **cold** add layers remember it is always easier to take off layers then not have enough.
- When it is **hot** wear light colored clothing, black shirts absorb heat/sunlight.
- Hat
- Water bottle
- Bug spray (mosquito)

### What about mosquitoes?

We want to remind you that mosquitoes make their presence known at Northside Park. These tiny blood suckers can make camp miserable if your child is not adequately protected. The simplest way to make sure that your child has an enjoyable experience is to apply insect repellent prior to your arrival.

### What should my camper not bring to camp?

- Pets of any kind
- Cell phones or pagers (unless turned off and stored in back pack during camp)
- Electronic games – iPods, Nintendo, etc.
- Any clothing with inappropriate sayings or pictures
- Personal items that can be lost
- Knives and weapons



**Is there a lost and found at camp?**

Yes, each individual camp has a lost and found at their site. At the end of the summer all remaining articles are donated to charity.

**What happens if my camper misbehaves at camp?**

Misbehavior at camp is not tolerated. Persistent problems can harm the safety of other participants or ruin the short camp experience. Campers are given verbal warnings before parents are contacted. When parents are contacted, a conduct report is filled out and signed by all persons involved. If the problem persists, the camper is expelled from the camp. *No refund is given.*

**Can I bring "odds and ends donations" to camp?**

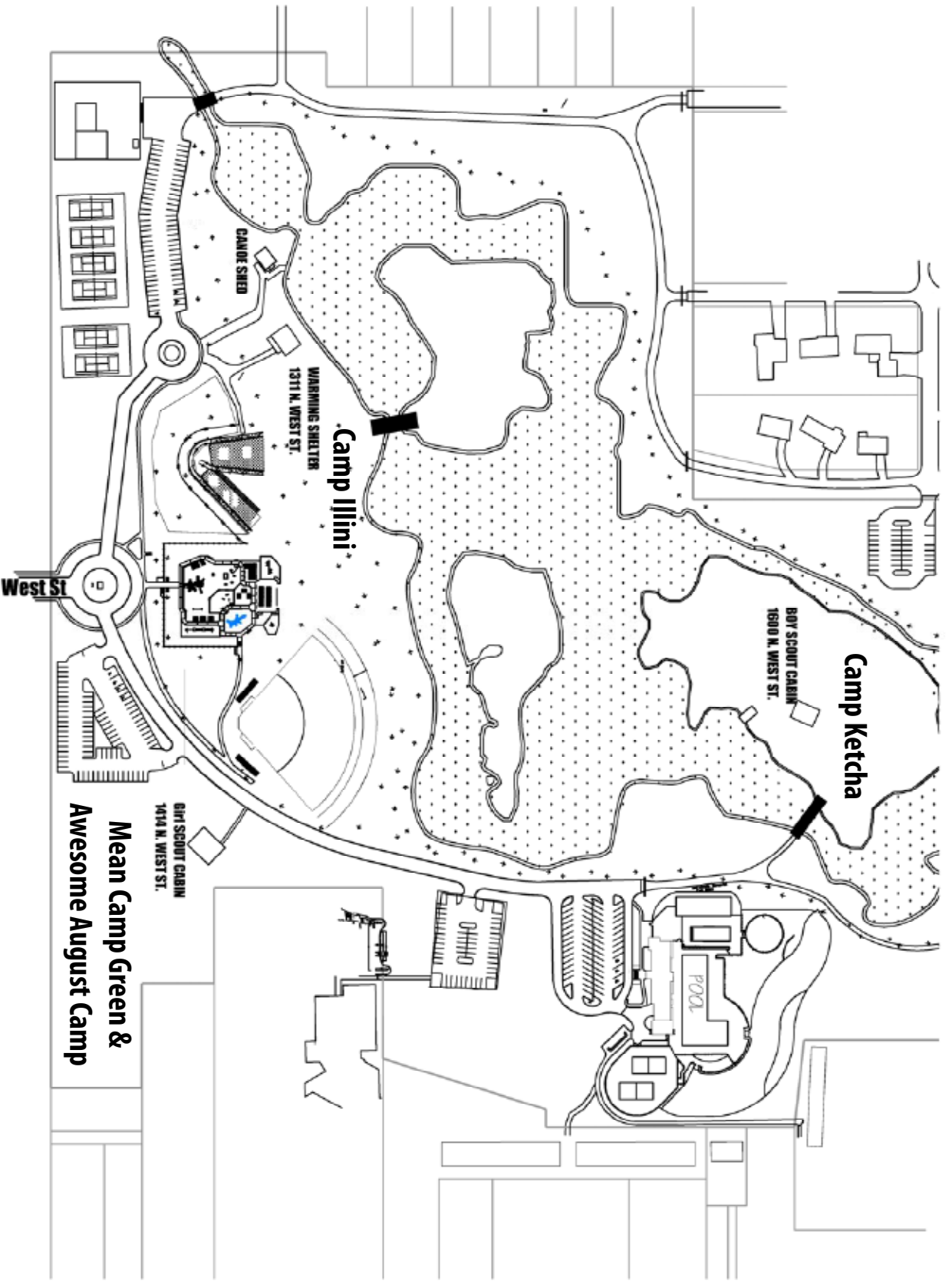
Absolutely. During the camp session, the staff would appreciate any donations of "odds and ends" that you have at home. For example, egg cartons, milk jugs, brown paper bags, baby food jars, paper towel rolls, plastic water bottles, etc.

**Do I have to bring my campers report card to the first day of camp?**

Yes. You must present the most recent report card from school to verify that he/she is entering the appropriate grades for your camp in the Fall of 2011.

**Will my camper receive a camp T-shirt?**

Camp Illini and Mean Camp Green receive a camp T-shirt.



**Mean Camp Green &  
Awesome August Camp**


**WHEATON PARK DISTRICT**  
 102 E. WASHINGTON WHEATON, IL 60189  
 (630) 855-4710  
 www.wheatonparkdistrict.com

**NORTHSIDE PARK**  
**1300 N. WEST ST.**  
**BUILDING ADDRESS MAP**

Drawn by:	SMH	checked by:		revised by:	
Date:	7/07	Date:		Date:	
File name:		revised by:		Date:	
By:		revised by:		Date:	