



KALEIDOSCOPE CAMP

Parent Manual

Summer 2016

Welcome to the Arlington Heights Park District Kaleidoscope Camp!

This summer's Kaleidoscope Camp classes will feature a variety of activities including arts and crafts, games, music, storytelling, nature activities, swimming and much more. Our primary goal is to provide a structured summer program where the children can have lots of fun and develop new friendships.

SAMPLE SCHEDULE

- Independent play - several activities will be available for the children to participate in while other campers are arriving.
- Circle Time - campers will learn songs, listen to stories, and play indoor games.
- Craft/Art Project
- Swim Time and/or Outdoor Activity (this will not involve the playground)
- Story time
- Dismissal

Please note- we will take the participants outside to do a group game when the weather permits and after all the children get acclimated to the camp program. Utilizing the playground equipment at each site is not part of this camp program.

STAFF

Kaleidoscope staff to camper ratio:

1:6 ratio for 3-4 year olds.

1:7 ratio for 4-5 year olds.

1:8 ratio for 5-6 year olds.

Our staff has been carefully screened and selected as the best individuals to work with your child. Most of the staff are college-age, majoring in elementary education. There is a Site Director in charge at each location as well as a camp coordinator who will visit each site on a daily basis. Over ninety percent of staff return to work Kal Camp each summer.

CALENDAR

A weekly calendar will be provided containing information on each week's exciting theme which includes daily activities and materials needed from home for special projects. Please refer to the calendar on a daily basis. You will be informed if any major changes in the schedule take place. **Weather permitting, swimming will begin on the 2nd day of camp. There may be times that the activity will change that was listed on the calendar. The site directors use their best discretion if an activity needs to be changed for a specific reason.**

ARRIVAL/DEPARTURE

Parents are responsible for transportation to and from camp. Please be prompt. We would like the children to arrive no earlier than five minutes before camp time. The time prior to camp is very important for the counselors to prepare a successful day for your child. Therefore, please stay with your child outside the classroom until the counselor opens the door to greet the children. **For your child's safety, parents are required to come into the building to pick up and drop off the child. You will also need to sign your child in and out of Kal Camp each day.** Please arrive on time. A child left waiting can become quite upset. **A written note is required in advance if the child is to be picked up by anyone other than the parents or those indicated on the participant instructor communication form.** Forms will be available from your child's counselor. Parents who arrive late can be fined \$5.00 for each 10 minutes.

The Park District and local Fire Department would appreciate your cooperation in not parking in the fire lanes. These are marked by yellow curbing. You will also avoid a possible parking ticket.

CLOTHING

We recommend your child be dressed in comfortable play clothes. Shorts or pants are recommended. Please label all clothing that will be removed for swimming. Your child should wear shoes that tie; preferably gym shoes. Open toe sandals or slip on sandals are discouraged. We will occasionally use paint, glue or other arts and crafts materials that can become messy. There might be times when a craft material may get on your child's clothing.

DISCIPLINE

The purpose of discipline is to help a child develop self-control and to learn to assume responsibility for his or her own actions. We use only positive statements, natural consequences and reinforcement to redirect negative behavior. Should a child need more than that "time away" from an activity, a discussion about inappropriate behavior will be initiated. Reoccurring or severe problems will be discussed with the parent after camp.

CONDUCT CLAUSE

We will not accept violent or continually disruptive emotional/or physical outbursts. Written conduct reports may be utilized to communicate inappropriate behavior to parents. The suspension or removal of a child for any disciplinary reason will be at the discretion of the supervisory staff. The safety of all participants and staff will always be our primary concern.

SEPARATION ISSUES

Occasionally we will have children who cry excessively upon separation from their parents. All attempts will be made to comfort/calm your children during these occurrences. If there is excessive crying (longer than 20-30 minutes) on a daily basis, parents may be asked to remove their children from the program.

TOYS FROM HOME

Because toys from home can be lost or misused by other children, they are not permitted at camp. Check your weekly calendar for special days when your child can bring a toy to share during camp.

SNACKS

Please provide **a nut free snack for your child due to allergies**. We will provide water from a filtered pitcher. We reserve the right to remove any nut snacks brought into the class. (Example- please do not send a peanut butter sandwich for your child or peanuts). We recommend that you send a healthy snack to promote wellness.

BIRTHDAY CELEBRATIONS

If you want to pass out a non-food item such as stickers, etc. for your child's birthday that will be allowed. Just please make sure there are enough for all participants in the class. We cannot pass out any snacks that are "homemade."

SWIM TIME

Please send your child to camp with a bathing suit on or with a bathing suit and towel in a bag labeled with his/her name each day of the program. We advise the application of suntan lotion/sunblock prior to arrival at camp. Children should be prepared to swim at any time depending on the weather for that day. All swim sessions will be held in the wading pools. In addition to instructor supervision, certified lifeguards will also be on duty.

Swim Schedule

The morning camps will swim as soon as all the participants are checked in due to wading pool schedules. Please have your children come to camp already dressed with their suits on. The afternoon camps will swim either right away or about 30-45 minutes after the program begins.

When it is your turn to assist during swim time, check with a counselor to make sure the class will be attending the pool. The decision to swim on days when the weather is "questionable" will be up to the Site Director at each park. Camps will not swim in rainy weather or if the air temp is cooler than 67 degrees.

HEALTH AND SAFETY

1. Illness

If your child is ill or has a fever, we discourage their participation. If a child becomes ill during the program, a parent will be notified and asked to pick up their child. If the parent is unavailable, the emergency contacts will be called. Your child must be fever free for 24 hours before returning to the program.

In the case of contagious disease, please notify Kaleidoscope Camp staff immediately. All parents at that site will be notified as soon as possible. Your cooperation is appreciated. (If your child contracts head lice, our policy is consistent with the school districts as we require a written note from a doctor, or nurse that your child has been cleared from the head lice before they can return to camp.)

2. Medical Emergencies

If your child is injured and requires more than just basic first aid the following steps will be taken:

- a. Call 911.
- b. Contact parent or guardian. If unavailable, then
- c. Contact persons listed on the medical form.
- d. The injured child will be transported by paramedics to Northwest Community Hospital.

You will be responsible for the emergency medical charges for all services rendered. Your authorization for the program staff to secure emergency medical care for your child and your commitment for payment thereof, is part of your registration agreement. Park District employees are not permitted to transport injured parties in park vehicles or private automobiles.

3. Medication

We prefer not to dispense medication during Kaleidoscopes Camp hours. In the event a child must have medication, the parents should do the following:

- a. Communicate the need to the program supervisor for approval.
- b. Put all directions in writing on the designated form. Children requiring medication need the form filled out completely in order to attend camp on the first day. Forms will be available at the camp sites.
- c. Have medication in original container with dosage listed.

We reserve the right to refuse to dispense medication.

If your child has any allergies, medical conditions, please notify your child's Site Director during the first day of camp! If your child has special needs and needs a one on one inclusion aide, please notify the camp supervisor at least 2-3 weeks prior to camp starting.

SUSPECTED ABUSE OR NEGLECT

In accordance with the procedures set forth in The Abused and Neglected Child Reporting Act, any Camp personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child, shall immediately report the matter to their supervisor. The proper authorities will be notified.

QUESTIONS, COMMENTS??

Please see your child's counselor if you have any questions or comments about the program, if they are unable to answer your questions you may contact:

Allison Clarke
Kaleidoscope Camp Coordinator
847-577-3003 ext. 4385

Lynn Minuskin
Preschool/Day Camp Supervisor
847-398-4339

Thank you again for selecting the Arlington Heights Park District Kaleidoscope Camp. We hope your child will enjoy our camp and anticipate a great summer ahead.