

# Tot Camp Parent Handbook 2017

**June 12th - August 9th**  
**Monday through Wednesday:**  
**9:00am-12:00pm**

**Tot Camp:** Ages 3-5 years  
*Participant must be potty trained.*

**Location:** Walnut Room, Rule House, 33325 N Sears Blvd  
Wildwood IL 60030

**Phone:** 847-223-7275

**Fax:** 847-223-2820

**Email:** [info@wildwoodparkdistrict.com](mailto:info@wildwoodparkdistrict.com)

**Website:** [www.wildwoodparkdistrict.com](http://www.wildwoodparkdistrict.com)

# Welcome!

Welcome to Tot Camp! We are looking forward to having your child in camp with us this summer! The Tot Camp program provides children ages 3 to 5 a chance to engage in activities and build social skills. Tots will get creative with arts and crafts, free choice indoor/outdoor play, music and stories.

Each day will be filled with many new and exciting age appropriate activities and experiences. Children will have a blast going on nature walks, playing games outside, and being active with friends on our age appropriate playground.

To keep you informed, we will be sending out a newsletter at the end of each month recapping what has happened at camp and what fun activities we have planned for the upcoming month. The ultimate goal of Tot Camp is to ensure that each camper is having fun, making friends, and enjoying their summer.

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## Camp Staff

The key to an amazing summer camp is our dedicated and talented Camp Team. Here at the Wildwood Park District our staff members do everything they can to create a safe and positive environment for our campers. The Camp Team consists of the Park District Director, Recreation Supervisor, and Camp Counselors. As a team, we all work together to help make sure that your camper is safe while having an amazing summer.

To help make sure that your camper is safe, we have put in place a ratio of campers to counselors of 6:1. Along with keeping an appropriate ratio, our staff have received many hours of training prior to the start of camp. Training includes CPR, basic first aid, behavior management, safety implementation, and activity planning. Lastly to ensure that we have hired the best possible counselors, we conduct multiple rounds of interviews, check references and conduct a background check.

We encourage you to meet your child's counselors. We look forward to serving you and your child's camp needs. If you should have any questions or concerns, please contact the Recreation Supervisor at (847) 223-7275 or by email at fhahn@wildwoodparkdistrict.com.

## General Information

### **Camp Time:**

Tot Camp is held from 9:00am – 12:00pm

\*Please note that there is a 10-minute grace period after each pickup time. After 10 minutes, a late fee will be applied of \$1 per every minute.

### **Camp Dates:**

First Session: 6/12/2017 – 7/12/2017

No Camp Dates: 7/3, 7/4, 7/5

Second Session: 7/17/2017 – 8/9/2017

## **Snacks**

One snack will be provided each day for your camper. Water will be available throughout the day for all campers, but we suggest your camper brings a water bottle to camp.

## **Health Policies**

If medication is to be given during camp hours, a separate Dispense Medication Form must be completed. If your child has allergies that require medication, a separate form must also be filled out. These forms can be found on the Park District Website or in the Park District Office.

Parents should report any diagnosed case of a communicable disease such as strep throat, ringworm, pinkeye, lice, etc. to the Recreation Supervisor. Campers are not allowed to attend camp for any reason until 24 hours after symptoms and/or fever have disappeared. Campers may return 24 hours after the first dose of antibiotics is taken.

## **Emergency Information**

All camp staff is CPR, First Aid and AED Certified. Staff will administer first aid when necessary. Parents will be contacted before calling emergency services unless the injury is serious or involves the head or neck, the paramedics will be called immediately. All steps will be taken to ensure the safety and welfare of your child. If an injured or ill camper is transported by ambulance to the local hospital, a camp staff member will stay with the camper at all times until a parent or guardian arrives.

## **Personal Items and Camp Attire**

Please send your camper dressed for play with a water bottle and backpack. On cooler days, please send along a sweatshirt or jacket. We will be doing water activities, such as sprinkler fun, water tables, or sponges on Tuesdays this year, so please make sure that your camper has a swimsuit and a towel on those days. It is very important to **label every item brought or worn to camp.** It is amazing how fast our Lost and Found Box grows! If something is left behind, please check the box during your next visit.

## **Photography Policy**

Photographs/videos for publicity purposes may be taken during summer camp programs by authorized Wildwood Park District staff. For the protection of all our campers, recording videos or taking pictures from a personal cell phone is strictly prohibited.

# **Pick Up and Drop Off Procedures**

## **Pick Up/Drop Off**

All parents will pick up and drop off their child each day. If you are picking up or dropping off your child during non-designated times, please call the front office at (847) 223-7275 so that we can inform their counselor. Tot Camp check in will be located inside our program entrance on the West side of the building. Campers must be checked in and out of camp each day. Drop off begins at 8:55am and pick up begins at 12:00pm. Children must be picked up by 12:10pm, or a \$1 late fee per minute per child will be applied. Please use caution when pulling into the parking lot, as children will be playing all around the park.

## **Check In/Check Out**

All campers must be signed in and signed out by their parent or other adult over the age of 18 authorized on their information form. Anyone that our staff does not recognize will be asked for identification.

**Absences**

If your child is ill or unable to attend camp, please call the front office at (847) 223-7275 or text (224) 723-2795.

**Code of Conduct**

Wildwood Park District has established certain rules necessary to ensure everyone's safety and enjoyment during programs and events. Proper behavior is expected from each participant at all times. This includes showing respect to all other participants, staff, equipment, supplies, and facilities, refraining from the use of foul and offensive language, causing bodily harm, and making threats of or committing acts of violence. This code of conduct applies to all campers, junior counselors and all WPD staff.

## **Inclement Weather Information**

**Rain or Shine**

Camp is conducted both indoors and outdoors and will be held rain or shine, hot or cold. Campers will go indoors on rainy days and take shade on hot days. In the event that there is rain, campers will stay inside the Rule House.

**Severe Weather**

During any severe weather, campers will seek shelter immediately. Our Counselors will be informed when an all-clear sign has been given before returning back outside.

## **Water Activities Information**

**Time**

Water activities, including sprinkler fun, water tables, sponges and more will take place outside the Rule House every Tuesday. Please make sure your child has their swim suit and a towel on these days.

**Bug Repellent and Sunscreen**

Please apply sunscreen and bug repellent to your child each day of camp. Also send your child with a labeled bottle of sunscreen as there will be designated times throughout the day for sunscreen application. You may send a labeled hat if your child is extra sensitive to the sun.