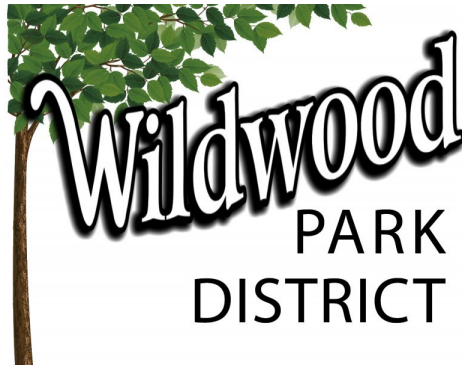


Tot Camp Parent Handbook 2024



June 3rd – July 31st
Monday through Wednesday
9:00am-12:00pm

Tot Camp: Ages 3-5 years
Participant must be toilet 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

Website: 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, build social skills, and enjoy the outdoors. Each day will be filled with many new and exciting age-appropriate activities and experiences.

To keep you informed, we will post weekly calendars of the agenda for campers on our bulletin board. The ultimate goal of Tot Camp is to ensure that each camper is having fun, making friends, and enjoying their summer.

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 Manager, Office Administrator, Front Desk Representatives, 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 in accordance with the American Camp Association standards. Our counselors have received training in CPR, basic First Aid and AED, COVID-19 safety and health guidelines and strategies, behavior management, safety implementation, and activity planning. All of our counselors have gone through an interview, reference check, and 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 Brandon Magnini, the Park District Manager at 847.223.7275 or by email at bmagnini@wildwoodparkdistrict.com.

General Information

Camp Dates:

First Session: 6/3 – 6/19 (3-week session)

Second Session: 6/24 – 7/10 (3-week session)

Third Session: 7/15– 7/31 (3-week session)

Camp Time:

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

*Please note a late fee will be applied of \$1 per every minute after the pickup time.

Snacks

One snack will be provided each day for your camper. We require your camper brings a water bottle to camp. The Park District will provide extra individual store-bought bottled water if camper water bottles run out.

Health Policies

If medication is to be given during camp hours, a separate Medication Dispensing Form must be completed. Forms can be found in the Park District Office, website, and will be distributed to parents with parent packet at registration.

Parents should report any diagnosed case of a communicable disease such as strep throat, ringworm, pinkeye, lice, etc. to the Park District Manager. 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. In which case, 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, a change of clothes in case of an accident, and close-toed gym shoes. 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 (onsite), 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.

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. **It is required you provide a spray bottle of sunscreen as it makes re-application of sunscreen easier for your children to do on their own.** Camp staff and counselors may not apply ANY sunscreen directly to your children as part of Wildwood Park District policy. You may send a labeled hat if your child is extra sensitive to the sun.

Photography Policy

Photographs/videos may be taken during summer camp programs by authorized Wildwood Park District staff for use in all Park District marketing materials. 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 southwest side of the building. Campers must be checked in and out of camp each day. Drop off begins at 9:00am and pick up begins at 12:00pm. Children must be picked up by 12:00pm, 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. Please respect the 5mph speed limit when exiting the Rule parking lot onto the street and please come to a complete stop at the STOP SIGN at said exit. Thank you for your cooperation.

Check In/Check Out

All campers must be signed in and signed out by their parent or other adult at or over the age of 18 authorized on their Authorization for Pick Up Form. Staff will ask for identification upon pick up and drop off for your campers.

Absences

If your child is ill or unable to attend camp, please call the front office at 847.223.7275. The main office opens at 9:30am, so please leave a voicemail prior to 9:30am and we will follow up with you and camp staff.

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 Park District 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, camp will be held in the Walnut or Maple Rooms of 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.

PARENT COMMUNICATION: To improve our communication processes with parents and to streamline operations in 2024; the Wildwood Park District will be utilizing a Summer Camp Parent Hotline Park District owned cell phone to be utilized by our lead counselor(s) to contact parents in the event of a more urgent matter including but not limited to: bathroom accidents, child injury or illness (whether major or minor), if a parent is late for pickup, or other Park District emergency. Parents can

also call or text this number to speak directly to the lead counselor(s) for any other updates. The phone number is **224.545.8762.**