

BOURBONNAIS TOWNSHIP PARK DISTRICT

SUMMER CAMP

Welcome Packet



**Bourbonnais Township
PARK DISTRICT**

WELCOME TO SUMMER CAMP!

This packet is full of information that will guide you through the entire Summer Camp experience. Please read all materials carefully. If you have any questions that are not answered in these pages, feel free to contact to us.

We cannot wait to share our summer with you!



CAMP CONTACT INFORMATION

Please use the following information to contact the individuals referenced in this document.

Camp Hotline	815-278-3701
Camp Director	monalisak@btpd.org

You can also email us at youth@btpd.org

PROGRAM FEES

Residents (Bradley/Bourbonnais) - \$145 weekly
Non-Residents - \$160 weekly

REGISTRATION

Registration for summer begins at 9:00 am on May 1 and ends 3 business days prior to the desired week of camp. BTPD Summer Camp is open to children ages 5 – 11 years old. Registrations are accepted in person at Perry Farm House, Exploration Station, and Recreation Station. Registration by phone is not accepted.

When you register your child for camp, you are signing them up for one full week (Monday-Friday). Campers must be signed up weekly for camp. All registrations must be paid in full before the registration deadline. Please note that the registration deadline is the Thursday at noon before the start of the next week.

A late fee of \$15 will be added to your bill for late weekly registrations.

To guarantee your spot in the summer camp you must register and pay the \$30 non-refundable Enrollment Fee per camper. (Multi-child discounts available for Registration Fee only) After you pay your \$30 registration fee you can then select and pay for the week with our online registration.

Summer Camp is only offered in full-day sessions: 8:00 am to 4:00 pm.

Before Camp is offered in the mornings and runs from 6:30 to 8:00 am. at an additional fee

After Camp is offered in the afternoon, running from 4:00 to 6:00 pm. at an additional fee

TO REGISTER

You will need to register in person at any of the BTPD facilities. Please have all contact information and each camper's medical information on hand before you begin registration. Upon making a reservation, we reserve a space for your child. In doing so, we are barring others from signing up as we have limited space available. A nonrefundable and nontransferable \$30 deposit is applied at the time of reservation.



REGISTRATION

SUMMER CAMP SCHEDULES Schedule may vary due to Weather or Enrollment

		ENROLL BY	PROGRAM	M	T	W	TH	F
June	Week 1: June 3–7 <i>Theme: Pirate Week</i>	May 30	121721-B	Make a pirate ship	Make a pirate shirt	Treasure hunt	Field Trip	Walk the plank
	Week 2: June 10–14 <i>Theme: Under The Sea</i>	June 6	121721-C	Pirates Cove Field Trip	Sand Castle Contest	Hermit Crab races	Movies & Snacks	Exploration Station Outing
	Week 3: June 17–21 <i>Theme: Safari Season</i>	June 13	121721-D	Make a safari outfit	Lions Park Outing	Make a safari hat	Safari Face Painting	Zoo Field Trip
	Week 4: June 24–28 <i>Theme: Kindness Week</i>	June 20	121721-E	Bingo with Seniors Outing	Show & Tell Day	Arts & Crafts for Seniors	Letters & Cards to Seniors	Camp Kindness Day Outing
July	Week 5: July 1–5 <i>Theme: Stars & Stripes</i>	June 27	121721-F	Slip & Slide	Patriotic Art	Face Painting	NO CAMP	Picnic on the Lawn
	Week 6: July 8–12 <i>Theme: Robin Hood</i>	July 3	121721-G	Shorewood Forest Arts	Enchanted Treasure Hunt	Baseball Field Trip	Obstacle Course	Archery
	Week 7: July 15–19 <i>Theme: Camp's Got Talent</i>	July 11	121721-H	What's your hidden talent	Movie Field Trip	Balloon Artist	Talent Show	Splash Pad & Picnic Outing
	Week 8: July 22–28 <i>Theme: Camp Olympics</i>	July 19	121721-I	Opening Ceremony	Olympic games begin	Games Continue	Closing Ceremony	Bowling Field Trip
August	Week 9: July 29–August 2 <i>Theme: Superheros Assemble</i>	July 26	121721-J	Atomic Sundae Day	Guest Speaker Spiderman	Water Wars	Nerf Wars Outing	Haunted Trails Field Trip
	Week 10: August 5-9 <i>Theme: Down On The Farm</i>	August 1	121721-K	Feed the animals	Animal care class	Hayride	Dosey Doe Square Dance	Splash Pad & Picnic Outing
	Week 11: August 12-16 <i>Theme: School House Rocks</i>	August 8	121721-L	Lip Sync Contest	Tie Dye T-shirt	Dress like a Rockstar	Water Day	Camp Champ Bash



DROP OFF AND PICK UP POLICY

For those who will be dropping off and picking up children at camp, we ask that all rules be followed in order to ensure a safe and happy summer.

Please remember at drop off and pick up times, there will be a lot of pedestrians and vehicles in the parking lot. Please remember to reduce your speed, to ensure the safety of everyone involved.

YOU MUST BE ON THE LIST

Campers will not be released to any individual not on the pre-approved pick-up list created at the time of registration or the first day of session. When providing this list please ensure ALL pertinent individuals are included, including yourself, parents, grandparents, etc. For the safety of all campers, **NO EXCEPTIONS TO THIS POLICY WILL BE MADE.** Individuals may be added to the list by providing the Summer Camp Director with a signed note at drop off.

YOU MUST HAVE A PHOTO ID

All approved individuals, including parents, must present a name and photo ID at time of pick up. Please have your photo ID ready to save time. Campers will not be released to anyone without a photo ID. If someone else is picking up your camper, they need to have a photo ID and be on the approved pick-up list to do so. We will not release any campers without a photo ID.

LATE PICK UP FEES - For the children's safety, please be prompt in picking up your child. Pick up after 6:00 pm will result in a \$1 per minute late charge. Any charges must be paid the next day of camp. If there are four late pick up occurrences, the child may be asked to leave camp. If you know you will be late, please call the camp hotline at 815-278-3701.

BEFORE CAMP

6:30 – 8:00 am | Morning Drop Off
Exploration Station

Any participants in need of earlier care than 8:00 am can be dropped off at the Exploration Station. Staff will be there to greet your child and record their attendance. Parents/guardians are required to sign their camper in and out for camp.

SUMMER CAMP

8:00 am | Camp Drop Off
Perry Farm Park Pavilion

Camp check-in will begin promptly at 8:00 am. Please park in the Exploration Station parking lot and walk your child to the Pavilion. Please sign your camper in with camp staff.

3:45 - 4:00 pm | Camp Pick Up
Perry Farm Park Pavilion

Pick up begins at 3:45 pm. After 4:00 p.m. children will be checked into After Camp.

AFTER CAMP

4:00 – 6:00 p.m. | Afternoon Pick Up

Perry Farm Park Pavilion

Park in the front of the Perry Farm Park Pavilion and walk to the staff member to sign out your child.

Before Camp & After Camp cost \$10 per week for services.

**THANK YOU
FOR YOUR
COOPERATION.**

These policies are for the safety of all campers.



PARENT INFORMATION

PARENT RESPONSIBILITIES

Parents of participants are responsible for providing the following:

- Register campers weekly.
- Pay weekly camp fees.
- Contact us if your child will be absent.
- Communicating your child's needs
- Picking up your child on time.

PARENT COMMUNICATION WITH CHILDREN

Any parent who attempts to talk to a child other than his or her own child regarding that child's behavior or a program, will be dismissed from the program. If there is a problem between two children, the parent should bring it to the attention of the Camp Director. Only staff is permitted to discipline or question a child in their care.

PARENT COMMUNICATION WITH STAFF

The 24-hour rule is a rule in place to help keep peace between staff and parents. The rule is simple; parents are asked not to approach staff members about issues until 24 hours after the time of the incident.

Reasons for the 24-hour rule

1. To allow both parties to calm down after the issue developed.
2. To give both parties time to think about the problem.
3. To prevent any unnecessary acts or scenes in front of participants and other parents.
4. Cooler heads will prevail.
5. To stop any embarrassing moments in front of the participants/parents/staff.
6. The hope that time to think about these issues will help to solve the problem in a positive manner and the right resolution.

CHANGE OF INFORMATION

If a parent has changes for any pertinent information, such as home, work, or cell numbers, address or adding another person to your pick-up list, staff must be notified of the changes. Only the legal custodial parent/guardian who completed the original registration forms can sign and authorize these changes.

CHILDCARE STATEMENTS

Receipts are issued for payments when payment has been made. If you should need a "Year-End Childcare Expense Statement" please log in to your online account to print a copy of your statement or contact the Perry Farm House Administrative Office. Statements will be available by January 31, 2025.

Dependent Care Expense Statements/Flexible Spending Accounts

To have the form completed, any of the following options may be used:

Submit form by Monday of any week, and the form will be signed and returned to the parent by Friday, of that same week.

The form may be mailed or faxed to:

Bourbonnais Township Park District

Attn: BTPD Summer Camp

770 E. Franklin St., Bradley IL 60915

Fax #: (815) 933-5468

CONCERNS/PROBLEMS

Any issues your child has at home that may affect behavior during Summer Camp, please keep our staff informed of any unusual circumstances so we can be sensitive to your child's needs.

The staff strives to work with each family as a team. Open communication is vital to accomplishing this goal.

IMPORTANT INFORMATION - CAMP A TO Z

QUICK TIPS FOR A GREAT CAMP EXPERIENCE

- Clothing should always be appropriate for the weather.
- Shoes should always be closed toe and fit well! We do a lot of activities each day at Camp. No flip-flops, sandals or Crocs please.
- Meals - Bring lunch cooler daily and make sure to pack some snacks please mark all bags "Snacks"



ALLERGIES

We very commonly have campers who have peanut, tree nut, and/or other allergies. Parents will need to complete Allergy Form upon registration. The camp counselors receive this information prior to the start of the week so they are aware of the needs of all their campers. For lunch time, counselors make sure to have a "peanut-free" area to ensure the safety of those campers with allergies. Our campers have access to restrooms to wash their hands before and after eating.

ARRIVING LATE AND LEAVING EARLY

Late arrivals or early departures can be accommodated but disrupt camp and cause staff to be pulled away from programming that may result in missed crafts or other activities for your camper. Please make every effort to respect the camp schedule. If absolutely necessary, late arrivals or early departures should be arranged in advance and can be done so by speaking with your counselors and/or calling the **Camp Hotline**.

BATHROOM POLICY

When in public restrooms, we follow the rule of three: a camper is always accompanied by two camp counselors or one camp counselor and one other camper. Children are allowed to enter the restroom alone if it is a Camp area or is a single restroom.

CAMP GROUPS

Each camper will be placed in groups by their age. Each day your camper and you will sign in at the Director's Table. At base camp, campers will be placed in age-appropriate groups. There will be one counselor for every ten campers. On field trip days it will be 1 counselor for every 6 campers.

CAMP

Minimum of one (1) counselor for every ten (10) campers.

CAMP REQUIREMENTS

To enable our staff to provide your child with the best experience possible, please share information about your camper that will enable our staff to provide such an experience. The information you provide will be shared only with Camp staff unless you request otherwise. Details will not be shared with other camp participants.

In an effort to provide the most meaningful, positive, and appropriate experience at Summer Camp, we require that all campers be able to:

- Follow simple directions and be able to communicate their interests and needs.
- Be willing to spend the week outdoors and participate in group activities.
- Administer any personal medication without camp counselor assistance.

DISCIPLINE

Maintaining proper discipline at camp is an important job of the counselor. Why? Because discipline helps to create an ideal environment for safety, fun, and learning, while at the same time protecting children from harassment, bullying, and violence.

Camp Counselors set realistic expectations for campers to maintain the health and safety of all children in the program. To promote positive behavior, emphasis is placed on guided constructive activities while adequate time is allowed for free choice and self-expression.

Some of the methods we use to manage behavior issues may include discussions of undesired actions/behavior, modeling appropriate behavior, brief time-outs, visual and verbal warnings, switching groups, behavior reward systems, removing the stressor, shortening activity time, or earning or removal of privileges. We also are happy to discuss pre-established Behavior Management Plans (BMP) if your child uses this in a school or recreational setting to manage behavior.

In the event of a repeat problem, parents/guardians will be contacted for a phone conference to give guidance and establish mutually agreeable solutions for their child's behavior.



We rarely send campers home for disciplinary reasons, but if the child's behavior is repeatedly abusive (physically or verbally) toward other campers or staff, if the child's actions pose a threat to the safety of others or themselves, or if the child commits a criminal action, parents/guardians will be responsible for picking up the child immediately.

STAFF

Staff are screened for a background of excellence in programming for children. All staff working with children undergo a federal background check prior to employment. All BTPD Camp staff must pass an interview screening and background check, and participate in staff training and review sessions. These standards are required by BTPD.

T-SHIRTS

Campers are required to wear BTPD Camp T-Shirts on field trips. This is a safety precaution and allows us to recognize campers easily among other visitors. Each child receives one shirt, with extra shirts available to purchase for \$10.

WEATHER

Before arriving to camp, we advise campers and parents to look at the weather forecast for each day. While camp does have accessibility to indoor facilities, we make every attempt to be outdoors. This camp is an outdoor camp. With this in mind, we ask all campers to dress appropriately, rain or shine. In the event of severe weather, all camp staff have been trained to follow park-wide procedures to maintain the safety of campers and guests. Camp location changes will be announced on the BTPD Weather line, (815) 933-9905, option 5.

WHAT TO LEAVE AT HOME

Certain items should remain at home to maintain the integrity of our activities and ensure a positive experience for all. We appreciate your cooperation in leaving toys and electronic devices, such as phones and smartwatches, at home.

MORNING CHECKLIST FOR YOUR CAMPER

- Comfortable Backpack
- Lunch Bag/Lunch Box
(if you are staying extended hours at camp, pack multiple meals)
- Snacks – Mark all snack bags “SNACKS”
- Water Bottle (bring daily)
- Swimsuit (bring daily)
- Beach Towel (bring daily)
- Bag for Wet Clothes (bring daily)
- Gym Shoes (NO Flip Flops, Sandals, Crocs)
- Apply Sun Block (Put in Backpack)
- Apply Bug Spray (Put in Backpack)