

BTPD Mission Statement

To enrich the quality of life through recreation, education and preservation.

Camp and Learn Philosophy & Goals

The BTPD Camp and Learn program offers children the opportunity to experience and participate in a wide variety of activities in a safe, supervised, and well-organized setting.

All activities are planned to help children achieve the following goals:

1. To develop skills and knowledge in leisure activities including sports, arts & crafts, games and nature.
2. The development of social skills and respect for others.
3. To assist in the development of a positive self image.
4. To have fun!!

Registration

Camp and Learn is open to children 3-6 years old.

Walk in registrations are accepted at the Perry Farm House and Exploration Station... a children's museum in Bourbonnais, and at the Recreation Station in Bradley.

Registration by phone is not accepted. Full payment is due at time of registration. All participants must be registered by the deadline assigned.

Staff

Camp and Learn is supervised daily by our preschool staff that are highly qualified and experienced with those age groups. All staff has participated in preschool training (either from past experience and/or schooling), orientation and are CPR & First Aid certified. Please make an effort to get to know your child's instructors and assistants. We are proud of our staff and think you will feel the same.

Groups

Each child will be placed in groups by age. The groups will combine for different activities including field trips and lunch. Activities include projects, circle time, stories, free play, centers, music/movement, large group and more...

Special Notes

If your child needs medication, has any physical limitations, etc., please make our staff aware of their needs.

Hours of Operation

Early drop off – 7:00 – 8:50 a.m.

Camp and Learn I – 8 a.m. – 12:30 p.m.

Camp and Learn II – 11:30 a.m. - 4:00 p.m.

Late pick up – 4:10 – 6:00 p.m.

Please take into account these times when dropping off and picking up your child. When you drop-off and pick-up your child, it will be necessary to sign your child in and out every day.

Program Fees

Fee: Resident \$12/Non-Resident \$15 per child each day for one session

Residents sign up for both sessions and pay \$22 for the day/Non-Residents sign up for both sessions and pay \$28 for the day.

10 full day discount Residents – Buy 10 days in advance for \$200 and save \$20/NonResidents – Buy 10 days in advance for \$265 and save \$20.(Sorry no refunds for unused days)

Fee: Early drop off is \$3 a day per child

Fee: Late pick up is \$3 a day per child

A fee of \$5 for both services a day per child.

Late Pick – Up Fees

For the children’s safety, please be prompt in picking up your child. Children who have not been picked up by 4:10 p.m. will be considered part of the late pick up program and fees will be applied. Picking children up past the time of 6:00 p.m. will result in a \$1.00 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 are running late, please notify the staff by calling (815)933-9905 ext.1.

Lunch

Your child can be served a well-balanced meal for \$2.50 per day when enrolled in Camp and Learn. Menus will be sent out at the beginning of the week. We ask that you fill out the menu and return it with payment in the beginning of the week. If a child forgets a lunch, one will be provided for \$5.

Water Days

Camp and Learn will have water days depending on the weather. Sprinklers and wading pools will be used here at the Recreation Station. Notice of this activity will be announced in the weekly newsletter. On water days, please send a suit, towel and sunscreen with your child.

Attire

- Children should wear comfortable, cool clothes suitable for play.
- Shoe can be gym shoes, play shoes or sandals with straps, No flip flops.
- Please bring a spare change of clothes for your child that can be left here. Accidents can happen to anyone. Also remember an extra pair of socks too. All belongings should be put in one bag with your child's name on it.
- Personal belongings (toys, jewelry, etc) are not allowed in camp.
- Parents are encouraged to send child with a jacket and/or sweatshirt on days of inclement weather.
- Please apply sunscreen before camp, due to the fact that we spend time outside when possible. Also please send sunscreen in their bags so it can be reapplied throughout the day.
- Your children **WILL** get dirty and wet, so please dress them appropriately.

What to Leave at Home

Our days are filled with many fun activities and the majority of the supplies are provided. Occasionally, there are special theme days that might require children to bring something from home. It is important that children leave items at home that might not be appropriate for Camp and Learn or interfere with the overall experience. Some of those items include:

- Toys – The BTPD does not allow participants to bring toys and electronic devices from home. Items brought from home may become lost or damaged. The BTPD will not be responsible for any toys or electronic devices brought from home. (Ex.: I-Pods or any portable music system, PSP's or any portable game system)
- Cell Phones – Cell phones are not permitted at the BTPD. If your child is caught with a cell phone it will be confiscated and returned to the parent at the end of the day. Continued abuse of this policy will result in disciplinary action being taken.
- Skateboards/Scooters/Roller Blades/Heelies – Skateboard/Scooters/Roller Blades/Heelies or any type of shoe with wheels are not permitted at Camp and Learn. Skateboards, scooters, and roller blades will be kept with staff for safe keeping. Participants caught with wheels in their shoes will have their wheels' confiscated. Wheels will be returned to parents at pick-up.
- Weapons/Look-Alikes – Weapons/Look-alikes are strictly prohibited. Any participant caught with a weapon will be disciplined accordingly, including but not limited to removal from the program.

Failure to follow these guidelines can result in disciplinary action, including but not limited to removal from the program.

Physical & Emotional Health of your Child

Our concern for your child is not limited to learning. It also encompasses the emotional and physical sides of his/her development. We ask for your complete cooperation in accepting the following rules for the health and safety of each child. If at times you are inconvenienced, please remember that in protecting someone else's child you help maintain a safe and healthy environment for your own child.

Please keep your child home under the following conditions:

1. the child is running a fever
2. the child seems unusually irritable
3. the child complains of stomach, head or earache
4. the child seems unusually pale or flushed
5. the child has infectious cold symptoms

It is better to be overly cautious than to risk exposing other children to contagion. A child should remain home 24 hours after a fever goes down. A child sent home from the park district is asked to not return the next day. If your child is exposed to a contagious disease in school, we will send you a written notice. If you are aware that your child has been exposed elsewhere, please consult with your child's instructor about procedures to follow.

Field Trips

A variety of field trips will be planned for Camp and Learn. In the case of inclement weather, we will do our best to reschedule the field trip. Please be sure to check the weekly newsletter for permission slips and field trip locations. Make sure your child gets to Camp and Learn on time as all staff will be attending the field and no one will be staying behind.

Field Trip Rules

It is important that children know the rules while being on a field trip, so they can have an enjoyable time. If a child continues not to follow field trip rules, they will not be able to attend Camp and Learn on days when field trips are held.

1. Stay with your group.
2. Always keep track of your partner.
3. Listen to your teacher.
4. Follow all rules of the place we are visiting.
5. Do not talk to strangers.

Parents, please reiterate the importance of these rules with your child before each field trip.

Parent Information

Parent Responsibilities

Parents of participants are responsible for providing the following:

- Maintaining appropriate and timely payment of fees.
- Contacting the park district if your child will be absent.
- Communicating your child's needs to the staff.
- 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 instructor or Recreation Supervisor. Only the Bourbonnais Township Park District is permitted to discipline or question a child in their care.

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. The BTPD 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 contact the Perry Farm House Administrative Office. Statements will be available by January 31.

Dependent Care Expense Statements/Flexible Spending Accounts

The preschool Recreation Supervisor is the only person who may sign your completed dependent care statements. The Recreation Supervisor is located at the Recreation Station, 770 E Franklin St, Bradley. To have the form completed, any of the following options may be used:

- Give the front desk the form by Monday of any week, and the form will be taken to the Recreation Supervisor, 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: preschool supervisor
770 E. Franklin St.
Bradley IL 60915
Fax #: (815) 935-2645

Concerns/Problems

Any issues your child has at school or home may affect behavior during Camp and Learn. Please keep BTPD 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.

Suspected Abuse or Neglect

In accordance with the procedures set forth in the Abused and Neglected Reporting Act, the Bourbonnais Township Park District staff, 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. Chain of command will be followed and proper authorities will be notified.

Contact Information

The Bourbonnais Township Park District can be reached by calling (815) 933-9905. Lisa Milton, Recreation Supervisor of preschool programs can be reached by calling (815) 933-9905 ext. 1.

Severe Weather

The BTPD reserves the right to close its facilities at any time due to weather. In the event that the BTPD closes, while children are present, parents will be notified and children will need to be picked up within the hour. Please have alternate arrangements to pick up your children if you work out of town. Our weather line will have important information available at (815) 933-9905 ext 5.

Lost & Found

Please encourage your child to keep track of his/her belongings. The Park District will not be held responsible for lost or stolen items. All belongings left at Camp and Learn will be placed in the lost and found box. Items not claimed will be kept in the box for one week. The box will be emptied every Friday.

Medication Administration

Your child's medication administration can be overseen in the morning or afternoon; we do have forms that must be filled out by you and your doctor. Please remember this is a case by case basis we have the right to not oversee medication administration. This must be approved by the Recreation Supervisor and the forms must be completely filled out by you and your doctor before the medication process can begin. Please see the front desk for the proper forms.

Forms

Emergency Pick Up Forms

Be sure to give us an **IMMEDIATE** emergency phone number, along with a list of people who we can contact for emergencies in the case you are not available. Also, the Emergency Pick Up List is used when picking up your child. Only the individuals listed on the form will be allowed to pick up your child. Please be sure to bring your ID along as staff will be checking them to ensure you are any other individual is on the list.

Health and Medical History Form

Please fill out the form precisely include any pertinent health or medical information we may need to know about your child.

Vehicle Permission Slip

This form gives the BTPD permission to transport your child in a BTPD vehicle to or from a BTPD facility to another BTPD facility.

Behavior/Discipline Procedures

Behavior Management Guidelines:

Camp and Learn promotes positive behavior and good decision making. Guidelines for behavior management are established to help create a system for dealing with inappropriate behavior during a program. Behavior deemed inappropriate can be offensive or abusive language, aggressiveness toward other participants or staff, uncooperative behavior or other actions disruptive to program activities. Staff is instructed to use the following corrective actions, depending upon the severity and consistency of the behavior:

1. Warning to stop behavior
2. Withdrawal of privileges or participation in activity or time out from activity.
Discussion of inappropriate behavior with the child or children involved.
3. Complete removal from activity and parent notification.
4. Complete removal from the program.

In cases of behavior that is severely disruptive or when our participants' safety is an issue, parents will be contacted to help correct the situation. Parent cooperation in correction of the behavior will be expected and appreciated. Prolonged misbehavior may result in child's dismissal from the program. *For more details on our behavior policy, please see attached policy.*

Policy Number:

Page 1 of 1

Bourbonnais Township Park District
Board Policy Manual

Policy Name: **Behavior Policy**

Date Approved:

Last Revision:

Date Rescinded:

POLICY STATEMENT

It is the policy of the Bourbonnais Township Park District to provide safe and wholesome programs, parks and facilities for our residents and guests. The Behavior Policy has been established to help fulfill this mission. This policy is applicable to all staff, volunteers, participants and spectators to help us in our effort to provide the best possible environment to enjoy our park district activities

POLICY DIRECTION/SPECIFICS

The following items are considered specific; limiting factors associated with this policy and shall

be assigned to corresponding procedures as developed:

1. **EQUAL ACCESS:** Program participants, facility guests, spectators and staff shall not be denied equal access to programs, activities, services or benefits, or be limited in exercise of any right, privilege, advantage or opportunity on the basis of race, sex, creed, national origin or disability.
2. **BEHAVIOR GUIDELINES:** Participants, facility guests, spectators and staff are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make park district activities safe and enjoyable for everyone involved. Additional rules may be developed for particular activities as deemed necessary by staff.

Participants, facility guests, spectators, and staff shall:

- a) Show respect to all participants, facility guests, spectators, and staff. They shall also be expected to take appropriate direction from staff assigned to supervise the event or activity.
- b) Refrain from using abusive or foul language.
- c) Refrain from causing bodily harm to self, other participants, facility guests, spectators, or staff.
- d) Show respect for equipment, supplies and facilities.
- e) Not engage in any gang-related activities including the display or possession of gang-related symbols, the use of hand signals, soliciting membership, intimidating or threatening behavior, wearing or displaying any gang colors, head-gear, and/or clothing identified with gang activities, etc.
- f) Follow all park district ordinances and program/building/facility rules. These include, but are not limited to, any and all rules regarding smoking, alcohol, bringing refreshments into facilities, etc.

3. DISCIPLINE: The Park District applies a caring and positive approach in maintaining appropriate behavior at activities and facilities. Therefore, staff will apply a positive approach to discipline of any activity participants. Staff will periodically review rules with participants, facility guests and spectators during the activity and/or program session(s). If inappropriate behavior occurs, prompt resolution will be sought specific to each individual situation as per the attached Guidelines. The Executive Director reserves the right to combine or delete any of the guidelines which he/she may deem as necessary in order to ensure safety and abate any nuisance.

4. PROCEDURE: Upon registration or entry into the activity or facility, the parent/guardian should notify the Park District of any special accommodations needed. Staff will make reasonable attempts to utilize these accommodations in the program.

CAMP AND LEARN INFORMATION

Please fill one form out for each child

WEEKLY ATTENDANCE SCHEDULE

Please check the days that your child will be attending Camp and Learn.

Camp and Learn AM 8:00-12:30					
Name	Monday	Tuesday	Wednesday	Thursday	Friday

Camp and Learn PM 11:30-4:00					
Name	Monday	Tuesday	Wednesday	Thursday	Friday

IF ATTENDING BOTH SESSIONS PLEASE CHECK BOTH AREAS. A DOUBLE SESSION OF CAMP AND LEARN RUNS FROM 8:00-4:00.

EARLY AND/OR LATE DROP PROGRAM

Please fill in the time that your child will be attending early and/or late drop service.

Early Drop 7:00-8:00 \$3 daily					
Name	Monday	Tuesday	Wednesday	Thursday	Friday

Late Drop 4:00-6:00 \$3 daily					
Name	Monday	Tuesday	Wednesday	Thursday	Friday

IF ATTENDING BOTH SESSIONS PLEASE MARK BOTH AREAS. IF ATTENDING EARLY AND LATE DROP ON THE SAME DAY, THE FEE IS \$5 FOR BOTH.

PLEASE MAKE SURE TO REGISTER THE DAY BEFORE ATTENDING SO THAT STAFF IS PRESENT



Camp and Learn

Information Acknowledgement

Please take the time to review the materials provided. This signed Memo will serve as your acknowledgement you have read and understand the policies and procedures of Camp and Learn; and will adhere to all rules and regulations. It is your responsibility to seek additional information as needed.

If you have questions concerning the program please direct them to us by calling (815) 933-9905.

Participant: _____ D/O/B: _____

DATED: _____ Parent Signature: _____

DATED: _____ Parent Signature: _____

BTPD Staff Signature: _____

**WELCOME TO THE
BOURBONNAIS TOWNSHIP PARK DISTRICT**