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## General Information

### BTPD Mission Statement

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

### FUNTIME Day Camp Philosophy & Goals

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

All activities at camp 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!!

### Program Description

FUNTIME Day Camp meets Monday – Friday, 9:00 a.m. – 4:00 p.m. at the Perry Farm Park. Campers must be signed up weekly for camp and all registrations must be paid in full at time of registration. Campers must be signed in and out by a parent or guardian.

FUNTIME Day Camp will run 10 weeks and participants must register weekly. Each week will have a special theme:

Theme(s):	Date(s):	Prog. Number:
Session A		
<b>Getting to Know You</b>	June 8 - 12	121701-A
Registration Deadline:	June 5	
Session B		
<b>Super Games</b>	June 15 - 19	121701-B
Registration Deadline:	June 12	
Session C		
<b>Painting Picasso's</b>	June 22 – 26	121701-C
Registration Deadline:	June 19	
Session D		
<b>Patriotism</b>	June 29 – July 3	121701-D
Registration Deadline:	June 26	
Session E		
<b>Wet &amp; Wild</b>	July 6 – July 10	121701-E
Registration Deadline:	July 3	
Session F		
<b>FUNTIME Olympics</b>	July 13 – 17	121701-F
Registration Deadline:	July 10	

Session G		
<b>It's Magic</b>	July 20 – 24	121701-G
Registration Deadline: July 17		
Session H		
<b>Sticky Icky</b>	July 27 – 31	121701-H
Registration Deadline: July 24		
Session I		
<b>All About Sports</b>	August 3 – 7	121701-I
Registration Deadline: July 31		
Session J		
<b>Camp Celebrations</b>	August 10 – 14	121701-J
Registration Deadline: August 7		

Campers will participate in the following activities:

Nature activities	Arts & Crafts	Quiet Activities
Sports	Trips	Special Events
		Games

### Registration

FUNTIME Day Camp is open to children entering 1<sup>st</sup> – 5<sup>th</sup> grades (ages 6 – 10 years) 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

FUNTIME Day Camp is supervised daily by two camp directors who are highly qualified and experienced in camp leadership. Camp counselors are a mixture of mature and enthusiastic college and high school students. All staff has participated in pre-camp training, orientation and are CPR & First Aid certified. Additional information about staff will be provided at the beginning of camp. Please make an effort to get to know your child's camp counselor. We are proud of our staff and think you will feel the same.

### Meet your Counselor Night

To make sure your child has a smooth transition the first day of camp, we would like to invite you and your camper to Meet Your Counselor Night. You will be able to meet your child's counselor, learn where to drop them off and pick them up, and a few important details will be gone over. Keep your eyes open for a date and time.

### Camp Groups

Each camper will be placed in groups by the grade they will be entering in August. Each day your camper will check in with their counselor. There will be one counselor for every ten campers.

## **Camp Attire**

- Campers should wear comfortable, cool clothes suitable for athletic activities such as jeans or shorts, light colored t-shirts, and socks with gym shoes.
- All belongings should be put in one bag with the campers 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 camp is held outdoors in the sun. 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.

## **Items to Bring Daily**

- Lunch and a drink w/ your child's name on it
- A snack for in the afternoon
- Backpack w/ your child's name on it
- Swimsuit
- Towel
- Sun block
- Gym shoes. No sandals.
- Please include a plastic bag to hold wet articles
- **A water bottle w/ your child's name on it.**

## **What to Leave at Home**

Our camp days are filled with many fun activities and the majority of the supplies are provided. Occasionally, there are special theme days that might require campers to bring something from home. These special days will be highlighted on the weekly camp calendar. It is important that campers leave items at home that might not be appropriate for camp 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 the FUNTIME Day Camp. 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.**

## **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 Camp Directors or Recreation Supervisor of the FUNTIME Day Camp. 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 FUNTIME Day Camp 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: FUNTIME Day Camp  
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 FUNTIME Day Camp. 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 and school 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. Tonia Zens, Recreation Supervisor of the FUNTIME Day Camp can be reached by calling (815) 933-9905 ext. 234. A cell phone will be given to the camp director and you will be given the number the first day of camp, so you can also call camp directly.

## **Camp Procedures**

### **Hours of Operation**

Before Camp – 7:00 – 8:50 a.m.

Camp – 9:00 a.m. – 4:00 p.m.

After Camp – 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. Please drop off and pick up your child at the pavilion on the first day of camp, you will be told where to drop off each day after.

### **Program Fees**

Residents \$85 weekly

Non-Residents \$102 weekly

### **Arrivals and Departures**

Please send a note of permission if your child:

- Needs to leave camp early or will be arriving late one day.
- Will be walking or riding their bike to and from camp.
- Is to go home with another child/parent.
- Will be signing their self in and out daily.

**Please do not park and exit your vehicle on the grass or in the accessible parking places.** Please park along the U drive in a parking spot or over in the parking lot by the museum. Thank-you in advance!

### **Before & After Camp**

Before and After Camp services are available. Before camp runs from 7:00 a.m. – 8:50 a.m. Children can be dropped off at the Exploration Station...a children's museum. After camp runs 4:10 – 6:00 p.m. children can be picked up at the Perry Farm Park Playground. Before & After Camp services must be paid for in advance or at the time services are rendered. If services are not paid for in advance or at the time of pick up or drop off a \$5.00 a day late fee will be applied.

Fee(s):

Before Camp Only - \$3.00 per day

After Camp Only - \$3.00 per day

Both Before & After Camp - \$5.00 per day

### **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 after camp 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 the camp cell phone or the park district.

## **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. Give the staff a couple of weeks to learn who you are.

### *Health and Medical History Form*

Please fill out the form precisely and with any pertinent health or medical information we may need to know about your child. This just helps us continue to be sure your child is getting the proper care required.

### *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.

### *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.

## **Illness**

A parent is an expert when it comes to knowing their own child, and here at FUNTIME Day Camp we really rely on your judgment in keeping all of us healthy! If your child is not feeling well before camp, or the night before camp, please keep him/her home, even if not real symptoms may have yet occurred. Even the best, most comforting and loving cap staff person is no substitute for mom or dad. The Bourbonnais Township Park District has the right to refuse any child who is ill or has a fever. If a child becomes ill during the program, i.e. fever/vomiting, a parent will be notified and asked to pick-up the child immediately. If the parent is unavailable, an emergency contact will be called. A child must be fever-free without the use of Tylenol and/or taking antibiotic for 24 hours before returning to the program. In the case of contagious or

serious illness, please contact the FUNTIME Day Camp staff immediately. All parents will be notified as soon as possible. Your cooperation is greatly appreciated.

### **Severe Weather**

This is an outdoor camp. Camp will take place outdoors each day at the Perry Farm Park, except for field trip days and severe weather (i.e. storms or excessive heat). In the event of severe weather campers will be transported to the Recreation Station, 770 E Franklin St., Bradley. Camper may also be placed at the Exploration Station ... a children's museum for temporary shelter. Camp location changes will be announced on the following radio stations: 95.1 – WVLI, 101.7 – WIVR, 106.5 – X Country, 105.5 – The Pickle, 1320 AM – WKAN, or you can call (815) 933-9905, option 5 for the BTPD Weather Line. You can also call the day camp cell phone. \*We strongly encourage calling if you are unsure to avoid confusion.

### **Lunch**

- Each camper must bring a **sack lunch** each day with his/her name printed on the outside of the bag.
- Label bag as LUNCH.
- All lunches will be placed in a cooler.
- Drinks should be brought in a non-breakable, disposable container.
- Once you arrive to camp, lunch and snack should be placed in the age-appropriate labeled bin.
- Lunches can be purchased from the BTPD in advance. Campers cannot sign up the day of for lunch. Lunch is \$3.00 per day when prepaid. If lunch is served to your child and they are not prepaid, you will be charge \$5.00 per day. A weekly menu will be available.
- Children are allowed to leave with a parent or guardian for lunch, but will not be able to leave on their own or with anyone except a parent or guardian. If you are taking your camper, you must notify the camper counselor and director.

### **Snack**

- Children are encouraged to bring an afternoon snack and extra drink.
- Please pack snack separately and label it as SNACK.
- Campers are also encouraged to bring a plastic water bottle, especially on extremely hot days.

### **Camp T-shirts**

Camp t-shirts are included in the price of camp. It is required that all campers where their t-shirts on field trip days. Please do not have your child's name put on the t-shirt. If you do choose to put their name on it, please put it on the shirt tag. Only one t-shirt per camper will be given out. If your camper loses their t-shirt, we are unable to replace it.

## **Field Trips**

A field trip will be taken every other week. In the case of inclement weather, we will do our best to reschedule the field trip. Wednesdays are usually field trip days, days are subject to change. Please be sure to check the weekly newsletter for permission slips and field trip locations. Please make sure your child gets to camp on time as all staff will be attending the field and no one will be staying behind. A school bus is used for transportation. During the week when there is not a field trip, there will be something special planned.

## **Field Trip Rules**

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

1. Stay with your group and group leader.
2. Always keep track of your partner.
3. Listen to your group leader.
4. Wear your Camp t-shirt.
5. Follow all rules of the place we are visiting.
6. Do not talk to strangers.

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

Parents, please **pack a lunch that is disposable** on field trip days.

## **Swimming**

Campers will go swimming once a week at the BBCHS pool. If your child needs special accommodations while swimming, please notify the camp director(s). Swimming days are subject to change, so please send your child with a swimsuit and towel daily.

## **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 will be placed in the lost and found box. At the end of each day, the Camp Director will hold up items that have been found. Items not claimed will be kept in the box for one week. The box will be emptied every Friday. All lost & found items left at the end of each week will be donated to a good cause.

## **Special Notes**

If your child needs medication, has any physical limitations, needs special attention in the pool, etc., please notify us with a note so we can alert camp staff.

Parents who have questions concerning their child's activities, swimming, camp problems, etc., should notify the Camp Director.

### **Behavior/Discipline Procedures**

#### *Behavior Management Guidelines:*

FUNTIME Day Camp promotes positive behavior and good decision making. Guidelines for behavior management are established to help create a system for dealing with inappropriate behavior at camp. 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.*

### **BTPD Camp Bucks Incentive Program**

The Camp Bucks program is new to FUNTIME Day Camp this year. It is a positive behavior incentive program to help in good decision making. Each activity a child participates in throughout the day, they earn \$1 "Camp Buck". Campers can work to earn more dollars throughout the day. Negative behavior would result in a loss of "Camp Bucks". At the end of each week, campers will have an opportunity to spend their "Camp Bucks" at the camp store.

### **Leaving or Running away from the BTPD**

In the event a child leaves or runs away from any BTPD program the following steps will be taken. Staff encourages the child to return voluntarily.

If the child leaves

- The police are called to locate the child because FUNTIME Before and After School staff are unable to leave
- The parents are contacted
- A Behavior Report is filled out.
- The second time a child leaves or runs away from Before or After school they are given a one week suspension.
- The third time results in removal from the program.

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.

### **Camper Responsibilities**

Campers are expected to exhibit appropriate behavior at all times.

Participants Shall:

- Show respect to participants and staff
- Take directions from staff
- Refrain from using abusive or foul language
- Refrain from causing bodily harm to self, participants, or staff
- Show respect to equipment, supplies, and facilities
- Always clean up after yourself! Put all your materials away when finished
- Say Please and Thank You

Participants who do not conform to these rules risk extended time out, removal from camp into the recreation supervisor's office, suspension, or dismissal from the program.

# Morning Checklist for You and Your Camper

- ✓ Lunch with name on front of bag
- ✓ Snack with name on front of bag
- ✓ Comfortable backpack
- ✓ Swimsuit
- ✓ Towel
- ✓ Apply and pack sun block
- ✓ Gym shoes
- ✓ Water bottle with name on it



## **FUNTIME Day Camp**

### 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 FUNTIME Day Camp; 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**