



Bourbonnais Township
PARK DISTRICT
Preschool Programs



Summer Camp Manual



Dear Parents,

Welcome to the Bourbonnais Township Park District Preschool Camp! We are happy to have you join our family. We are proud of our tradition of early childhood education in a community setting. Our teachers are experienced and dedicated; our facilities are spacious and clean.

The following information in this handbook will help you understand our camp policies and procedures. If at any time you have questions or comments, please talk to one of us. We want to work with you to make this a positive, productive experience for your child.

It is our intention to provide your child with a safe and stimulating environment that will help him/her develop to their fullest potential. Our focus is to accept each child as an individual and to consider all areas of their growth: physical, emotional, social, and intellectual.

"The Bourbonnais Township Park District is committed to providing outstanding parks, facilities, and leisure opportunities utilizing the environmental, historical and educational resources of the community as well as dedicated staff, sound management and community involvement."

Looking forward to a wonderful summer...

Jen Blair, Recreation Supervisor
Bourbonnais Township Park District Preschool

Preschool Camp Philosophy & Goals

The BTPD Preschool Camp 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!!

Staff: Our Preschool Camp program is staffed with experienced and qualified teachers. All staff is required to go through Criminal Background Checks. Also, all staff has participated in pre-program training, orientation, and are CPR & First Aid Certified.

Lunch: Please bring a sack lunch for your child. A snack will be provided during the session.

Registration: A child must be registered the Thursday before they need to attend the program.

AUTHORIZATION FOR PICK UP

Please be sure that all persons authorized to pick up your child are listed on your emergency authorization form. No child will be released to someone who is not listed on the form. All authorized individuals will be required to have picture identification (I.E. driver's license) with them. If someone other than a parent will be picking up your child and they are not on the list, we need written notification from the parent stating that information. We ask that you use the parking spaces provide in the parking lot or in front of the building and use the main entrance on LaSalle St. All other entrances are locked for participant's safety. This policy also is followed during Late Pick Up at Perry Farm Park Pavilion

Early Drop Off

6:30-8:30 a.m. **Pre-registration is mandatory for this service**-Staff will only be scheduled for these times if a child is signed up in advance. (Drop off before 8:30 is at the Exploration Station: A Children's Museum) Fee: \$4 a morning/child

BREAKFAST

The BTPD wants to make sure that all children start the day with the energy they need. Parents can send a breakfast or the BTPD will provide one for \$1.00. No child will leave the program without breakfast. Parents will be billed for any breakfasts that are distributed.

Preschool Camp sessions

AM session 8:30-12:30 or PM session 12:00-4:00

Residents: \$15 a session/child

Non-Residents: \$18 a session/child

Residents sign up for both sessions and pay \$29 for the day/Non-Residents sign up for both sessions and pay \$35 for the day.

Resident 20 day single session punch card \$280 save \$20. Non-Resident 20 day single session punch card \$340, save \$20.

Late Pick Up

4:00-6:00 p.m. (Pick Up after 4pm will be at Perry Farm Park Pavilion) Fee: \$4 an afternoon/child

No Refunds on Punch Cards.

If balances are not paid the following actions will be taken:

- The child/children will be unable to return to the program.
- Households will be unable to register for ANY BTPD programs.
- A \$5 a day late fee will be applied to the balance until balance is paid.

LATE PICK- UP FEES

When children are picked up past 6:00 p.m. there will be \$1/minute charge after 6:00 p.m. The \$1/minute charge will take effect after 1 written warning has been issued per family. The BTPD does reserve the right to dismiss the written warnings and immediately charge the late fee in severe cases. Payment must be made the following attended day. The child will not be able to return to the program until the balance is paid. Children who are picked up late more than three times may be asked to leave the program.

TOILET INDEPENDENCE

All children entering the program must be toilet independent. Teachers are patient and will "talk" the child through their bathroom routine if necessary, but they are unable to enter the bathroom to dress or wipe the child. Please consider this policy when dressing your child.

If your child does have an accident at the park district the parent will be notified. Teachers will not change children's clothing, but assist them in changing their clothes by helping with zippers, snaps, the direction the clothes go on properly, etc...

ALLERGY INFORMATION

The number of children being diagnosed with food and environmental allergies is increasing. It is our goal to provide the safest possible environment for all children in Preschool Camp. Please discuss your child's allergy with your teachers or call the Recreation Supervisor before the start of preschool to discuss this information in detail. We thank you in advance for your cooperation in this important safety measure.

Attire

- Children should wear comfortable, cool clothes suitable for play.
- Shoes 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.
- Swimsuit and towel should be brought or left at camp. Water days can vary depending on weather.

Water Days

Preschool Camp will have water days depending on the weather. Sprinklers and wading pools will be used here at the Recreation Station.

Field Trips

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

ACCIDENT REPORTING

Staff will fill out accident reports for all incidents, no matter how minor an incident may seem. If something happens to a child that we do not need to contact the parent immediately for, we will advise the parent or send a note home with the child explaining what happened and what action was taken (i.e., washed wound and bandaged it).

INJURY/FIRST AID

1. Basic first aid will be administered for minor injuries.
2. For any child who is injured and requires more than basic first aid paramedics will be called. Teachers will attempt to contact parent or emergency contact. If necessary the child will be transported to the nearest hospital by ambulance, accompanied by a staff member.

The Bourbonnais Township Park District does not provide accident insurance or medical insurance to its participants.

MEDICATION

If your child requires medication or any kind of treatment during school hours this must be discussed with the teacher and supervisor. Proper paperwork must be signed before any medication can be administered. This policy also applies to any kind of inhalers, cough medicine, cough drops or eye drops. Please be sure these items are not left in the backpack when a child is brought to camp. Most medication will be kept at the front desk .

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 of 100 or higher, without use of fever reducing medicine
2. Has a runny nose that is not clear or has infectious cold symptoms
3. Has a harsh, uncontrollable cough.
4. Has a sore throat or earache or stomach ache
5. Vomits the night before or the morning of camp
6. Has diarrhea the night before or the day of camp.
7. Has pink eye or unexplained rash.
8. the child seems unusually pale or flushed

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 is gone. 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.

HEALTHY CHILD

For the protection of all the children and staff, we are unable to accept a child who appears ill. If you are in doubt about your child's health, please keep him/her at home and notify the park district. THE STAFF HAS THE RIGHT TO REFUSE ADMITTANCE OF A CHILD WHO APPEARS TOO ILL TO ATTEND ON A GIVEN DAY.

If any child becomes ill at camp...

1. He or she will be isolated under the care of a staff person.
2. You, the parent or guardian, will be contacted at once to pick up your child.
3. Your emergency contacts will be called if you cannot be reached.

A doctor's signed explanation is required to allow a child with a contagious or communicable illness to re-enter school.

BEHAVIOR MANAGEMENT

We believe that children learn best through experiences. We believe that the instructors must lovingly guide and redirect the children to help them learn to cooperate with their peers and to have positive, educational experiences to encourage and enhance their growth and development while in our program. We believe that we can best accomplish this by:

- Having a variety of activities for the children.
- By the use of group management techniques, limiting the number of children in each area of the room to avoid over-crowding and to allow for sufficient materials and the opportunity for constructive interactions.
- By speaking with a child if their behavior is inappropriate for the area or material that they are using, i.e. "This is the way we use a paint brush", "Walking only, please"; etc.
- By using positive language with the children to give praise for appropriate behavior; i.e., "I like the way John is sitting"; we say "Walk, please" instead of "Don't run."

After using the above techniques, if a child is having a problem cooperating in an area of the room, he/she is asked to go to another area for a while, i.e. "Peter, that is not how we play at the sand table. Please find another area of the room to play." As the year progresses, they learn that redirection means their behavior was not appropriate.

If group behavior is a problem, the area that has become a problem for the group is closed and the group is redirected to other activities in the room.

If cleaning up is a problem for the entire group, we discuss it, and incorporate a "logical consequence" technique, i.e., "If we take a long time to clean up, then we run out of time for the fun things, like outdoor play and music, etc." This helps the children realize and internalize responsibility and what can happen. Sometimes just a touch on the shoulder or making eye contact with a child can put him/her back on task, such as attending to the teacher at circle time.

After exhausting these methods, if a child still has a problem, he/she will be asked to sit on a thinking/reflecting chair in the classroom, which is a time out place to think about what he/she has done. With the help of teacher's discussions with the child of what might be a better way to interact with other children, material, etc. Repeated trips to think in any given session would indicate to the teacher that an informal conference with the parent at dismissal time is necessary to inform the parent and enlist their assistance in working with their child.

Children with consistent difficulties are taken through the above procedures and the parents are counseled regularly. The child may be dismissed from the program when the health, safety, and welfare of this child, and/or that of another child or the children of the group are at risk. If conflict exists between children, the teachers will encourage the children to recognize their differences and to redirect them to act.

DISCIPLINE

The BTPD staff works vigorously in channeling children's curiosity and energy in a positive direction. Teachers encourage and compliment appropriate behavior. The classrooms are set up so that the children may play in small groups and have a choice of activities. The range of activities will enable your child to experience different learning experiences and also build their confidence as to making positive choices.

Guidance is helping children follow basic rules for responsible behavior by providing an environment where children can learn to problem solve and develop skills to promote self-discipline and assume responsibility for their own actions.

Children will be introduced to limits in their behavior regarding lining up, respecting others, table manners, free play, appropriate use of materials and interaction with others.

- Should an incident of misbehavior occur, the staff will make a decision and redirect the child into a more positive behavior.
- Should a minor behavior need to be corrected a verbal cue will be given.
- If the behavior becomes repetitious, staff may use a brief "time out". The purpose of the "time out" is to remove the child from a negative situation and allows the child to gain self control.
- When the inappropriate behavior becomes chronic, serious, violent, or dangerous to others, the child's parents will be notified.
- The behavior will be monitored and if it continues, a more structured form of "time out" may be set down after a meeting between the child's parents and teachers.
- If after a sufficient amount of time agreed on between both parent and teacher, no improvements have been accomplished by the child toward a positive attitude the child may be asked to leave the program.

Student Dismissal Policy

Every attempt is made to meet each child's individual needs. However, if a child shows an inability to benefit from a BTPD program after all areas of guidance have been exhausted, or his/her presence is detrimental to the classroom environment, the child shall be withdrawn from the program. No program refunds will be given if a child is dismissed from a program for behavioral reasons.

The Bourbonnais Township Park District reserves the right to suspend, expel or deny participation in any program, event or facility to any person whose behavior interferes or disrupts the quality of the offering, the enjoyment of them by other participants, or the ability of the staff to conduct or manage the activities or facilities.

These policies and procedures were developed to ensure the safety of all the children. We want all children in this program to have an enjoyable experience.

CODE OF CONDUCT

To ensure an enjoyable and safe program for all participants, the Bourbonnais Township Park District has developed a behavior code. Participants shall:

- Show respect to all participants, staff, and volunteers.
- Participants should follow program rules and take direction from staff.
- Refrain from using abusive or foul language.
- Refrain from threatening or causing bodily harm to self, other participants, staff, or volunteers.
- Show respect for equipment, supplies, and facilities.
- Not possess any weapons.

Additional rules are developed for specific programs, as deemed necessary by staff. The behavior required of participants and stated in the policy listed above applies to all parents, friends, relatives, or others accompanying the participants to any Park District program. The BTPD reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

TRANSFER/REFUND/CREDIT VOUCHER POLICY

Persons wishing to withdraw from a program may transfer to another program, receive a refund, or receive a credit voucher for future use in a program PROVIDED that the withdrawal was issued at least 48 hours prior to the start date of the program. No transfers, refunds or credit vouchers will be given if a withdrawal is made less than 48 hours prior to the start date of a program. After a program has begun, a transfer, refund or credit voucher will be issued only for medical or unavoidable circumstances (i.e., job transfer, change in working hours, death in family, etc.) Some type of written proof may be required. Requests must be made within 7 days of your first absence from a program. Refunds will be processed and mailed out within twenty days of such verified requests. Transfers, refunds or credit vouchers will not be issued to those participants who misbehave and have left a program.

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.

A Special Note Regarding Personal Information About Your Child

Some parents hesitate to provide child care providers with information about their child's history of behavior and/or past experience. Some parents may fear that the staff could misuse this information, while other parents may believe this may label or single out their child. Therefore they think the child may be treated differently. All parents want to see their children have a fresh start in a new program, unencumbered by past performance.

As seasoned program providers, some of us parents, we understand and appreciate these concerns. Moreover, we know how important the knowledge of this history can be while trying to assist your child in a smooth and happy adjustment into our program.

Having this prior knowledge of any recent learning difficulties, ADHD, or loss or major change in the family or child's life can make a tremendous difference in helping us be more sensitive to your child's needs. This is especially important in the beginning of the program so the child can get that extra reassurance and understanding.

This can be especially helpful for children with attention problems and/or have anxiety about new situations. Overall, the truth is, your child/children need us to be partners in order for them to have a safe and successful learning experience.

Furthermore, children often use behavior rather than words to tell us if something is bothering them. Having advance knowledge of these areas that might be difficult for your child helps us to understand the message behind his/her actions. The better we are able to understand your child, the more we can assure you of a better experience.

Our commitment is to only use this information to help your child. This information will only be used when absolutely necessary. Even then it will only be used with the greatest of discretion.

Remember, when we are faced with challenges, we can help your child have great success with your help. We encourage you to make us a full partner in planning for your child's success!

Forms

Attendance Sheet

If your child's time in Preschool Camp follows a schedule, fill out this form so that staffing is accurate. Please notify us on the Thursday before if your schedule will vary.

Information Acknowledgement/Photo and Vehicle Permission Slip

This form acknowledges that you received a handbook and have read through it and understand how Preschool Camp works, and whether we may include your child in photos during the program and also gives the BTPD permission to transport your child in a BTPD vehicle to or from a BTPD facility to another BTPD facility. You will be notified when children are going on field trips.

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. The Emergency Pick Up List is also used when others are picking up your child.

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.

