

Dear Parents,

We have **fantastic programs and activities** planned for your child this summer. Campers are destined to have a **GREAT SUMMER**, full of creativity, physical activity and FUN! At PLAYGROUND, children are nurtured and guided by some of the best leaders in the community! Each PLAYGROUND leader is handpicked based upon their mature, enthusiastic, and safety conscious characteristics. They are specifically trained to help your child develop self-esteem, confidence, friendships, and lifelong skills.

PLAYGROUNDS home base is at Glik Park but places such as the Korte Recreation Center, the Weinheimer Community Center and local businesses, parks or community service agencies will be visited too. Monthly agendas will be passed out in order to inform you were to drop-off your child each day. These schedules can also always be found at **www.highlandil.gov**.

To ensure a fun and organized summer for you, your child and our staff please read all the information in this orientation packet. Please call the Korte Recreation Center if you have questions about any of the information you have received. We look forward to having your child join us while we make lifelong memories during PLAYGROUND 2015!

Camp Directory

Korte Recreation Center - 618-651-1386

Camp Director – Janelle Hensler 618-654-6071 or jhensler@highlandil.gov

Weather Hotline - 618-654-7042

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Policies and Procedures

Clothing

All campers should wear comfortable play clothes, socks and tennis shoes at all times. Busy, active children will get their clothes dirty, so please dress accordingly. In addition, we suggest NO dangling jewelry. Please do not wear clothes you wish not to get ruined. Our motto is to send campers home **DIRTY, TIRED** and **HUNGRY**. There is a reason dirty is first in that list. It's the first sign that your child has had a lot of **FUN!!**

Daily Items to Bring

- Sunscreen; children should have sunscreen applied before arrival at camp. Staff will NOT apply sunscreen at anytime.
- Labeled water bottles.
- **Please do NOT bring anything of value such as Ipads, iPods, cell phones, collector cards, etc. The Highland Parks and Recreation Department will NOT assume responsibility for loss, stolen or damaged items.**
- Pocket knives, or other items that may be construed as weapons, are forbidden. Possession of such items will be cause of removal from PLAYGROUND the remainder of the summer.

Bullying

PLAYGROUND is a Bully Free Program. Bullying will not be tolerated and is cause for immediate removal for the remainder of the summer. Including, but not limited to, excessive:

- Teasing
- Name calling
- Pushing/kicking/punching or any other physical abuse
- Rude comments or inappropriate posts/pictures/videos on social media websites
- Stealing

Discipline Procedures

We understand children will be children and from time-to-time behavior that is disruptive to the group's well-being or harmful to others (or one's self) i.e., hitting, punching, threatening or inappropriate language is a part of life. For isolated incidences leaders will use behavior management techniques such as redirection, conflict resolution and positive reinforcement to correct these behavior issues.

A child with disruptive behavior will be given an opportunity to correct him/herself.

If the behavior is not corrected, the child will be removed from the group for a specified time period depending on the age of the child. Parents will be informed if their child's behavior is disruptive and will be expected to work cooperatively with the PLAYGROUND staff to correct the behavior. The Highland Parks and Recreation Department reserves the right to dismiss a child from the program when behavior problems continue to disrupt the program and/or if the camper is not able to positively function within our group size and counselor-to-camper ratio. There is no refund for a child who is asked to leave camp.

Transportation

It is the parent/guardian's responsibility to take their camper to the designated location for that day and pick them up. Leaders are not allowed to take campers in their car (unless special arrangements are made prior to and in writing from the child's parent/guardian).

Drop Off and Pickup — 9 a.m. and 11:30 a.m.

For drop off, our leaders will greet your child near your car at the Glik Park parking lot (or designated location) at 8:55 a.m. - 9:05 a.m. At 9:10 a.m., our leaders will have a specific location plotted out near the parking lot for their group to meet each morning and conduct the daily head count. If you arrive after 9:10 a.m. (or when your group has left their designated spot), you must park your car and walk your child to their group.

For pickup at 11:30 a.m., the staff will bring your child to your car. We request that you use the carpool line, but if you need to park and walk in to get your child, please be sure he/she is signed out to you by our staff. The leader's priority at that time will be to dismiss the campers safely, so please be understanding if you have to wait to receive your child.

Keep in mind there is a 5 mph speed limit. The parking lot is very busy at drop-off and pick-up times, so we ask that you use caution and safe driving skills. Do not get out of your car to talk if you are in the line, and please do not use your cell phone while driving in our parking lot or carpool line. We want dismissal to be as safe and speedy as possible and we rely on your cooperation!

Drop Off and Pickup — Security and Safety Procedures

If your child is to go home with any adult other than yourself then, written permission with a brief description of the person (if unfamiliar to us) and a description of the car (if using the carpool line) must be sent to camp each time. Please remind this person to bring a photo ID. Our staff will need to ask for proof of ID if the person picking up is unknown to them.

Anytime your child is with you in the parking lot, please hold their hand or keep them near you for safety reasons as there is a great amount of traffic. Please refrain from the use of a cell phone while driving in the parking lot, as phones are a distraction and interfere with the safety of our campers. We strongly urge all campers to wear seat belts to and from camp, and we caution you against transporting your children in non-passenger vehicles such as in the back of pick-up trucks. All drivers are expected to proceed slowly and carefully while in the Glik Park parking lot or any other location that day. Please use caution at all times!

Late Pickup

PLAYGROUND ends promptly at 11:30 a.m. each day. Please be at the designated pick up location for that day between 11:15 a.m. and 11:30 a.m. If you have an extenuating circumstance and cannot pick up your child on time, please call the Korte Recreation Center or Weinheimer Community Center as soon as you know you will be late.

Food

Campers will receive a snack twice a week. Please do not send food or money for the vending machines. Campers are not permitted to use the machines while under camp supervision. If your child has allergies or unusual dietary needs, please indicate on the required health form and call the camp director to verify this information as noted.

Medication

We will NOT administer over-the-counter medications such as Tylenol, etc. If your child is in need of such drugs, he/she is not well enough to be at camp. We will not administer prescription drugs so please do so before or after camp yourself.

Parent/Staff Communication

We maintain a strong belief in the value of good and open communication. On the first day of Playground you will receive a three week schedule including themes and all camper drop-off locations. If your camper does not come home with a camp agenda, please call the office immediately or view the agenda online at www.highlandil.gov. We encourage you to come to the office to speak with us or arrange a conference with your child's leader and Camp Director if you feel it is needed. Office hours are generally from 9:00 a.m. to 5:00 p.m. If you have trouble reaching office staff (a directory is on first page of this packet), please leave us a voicemail message, and we will contact you as soon as possible.

Required Forms

All campers are required to have emergency contact forms returned prior to the beginning of the camp session. The form(s) is included at registration. These will be used for emergencies, notes and to determine what snacks are appropriate for the entire group (please ensure accuracy).

Sick Policies

Parents, or designated caretakers, will be called to pick up their child if they exhibit any of the following symptoms:

- Fever of 100.4 degrees and above
- Diarrhea
- Vomiting
- Abnormal behavior

We expect pickup to be within 15 minutes of notification.

No child is to be brought to PLAYGROUND with any of the above-mentioned symptoms. If in doubt about your child, please keep them at home. It is highly unfair to healthy staff and children to expose them unnecessarily to illness. Remember, once a virus begins in a group, it becomes very difficult to control. Please be considerate of others. Please alert the office when your child develops a communicable disease (chicken pox, etc.) so that we can notify other families. This includes lice, poison ivy/oak, and any other transmittable bugs/plants.

We understand that it is sometimes difficult for parents to make arrangements for their sick child, but it should be clear that PLAYGROUND is for well children only. *We are not set up to take care of sick children.* It is the responsibility of the parents to have alternative plans in advance to provide for their sick child.

A child sent home with fever will not be allowed back into the program for at least 24 hours after being discharged. A note will be made of the dismissal time. These policies exist for the benefit of the children and take the cooperation of all parents in the program in order to be effective.

Inclement Weather

In the case of inclement weather or threat of inclement weather, please call the weather cancellation hotline for directions; 618-654-7042. If your group is planning to meet indoors that day somewhere, they will meet as scheduled.