



2024 PARENT HANDBOOK



Dear Parents/Guardians,

Welcome to another exciting summer with the Hodgkins Park District Kids Camp! Thank you for enrolling your child(ren) in our upcoming summer camp here at the HPD. We're excited to welcome your child and we hope he/she enjoys participating in the program as much as we enjoy running it!

Attached is the 2024 Kids Camp parent handbook. Please make sure to read through this handbook as it provides relevant information for our summer camp program. Additional information will be distributed to parents, as needed.

All of the paperwork included in the registration packet is mandatory and must be submitted in full prior to your child's first week of camp. Please be sure to write legibly when filling out the packet, as this information is vital to your child's safety and registration.

If you have any questions, comments, or suggestions about our summer camp program, please do not hesitate to contact us or one of our leadership staff directly. We look forward to providing your child with a safe and fun summer!

Sincerely,

Jake Klotz
Director of Recreation / Camp Director
708-354-6563 X3
jklotz@hodgkinspark.org

OUR GOAL

To provide a fun and safe camp experience while creating many wonderful memories for your child, while remembering that camp is not just about play, it is about youth development. Fun is not our mission. Fun is what we feel when we accomplish our mission.

KIDS CAMP LEADERSHIP

If at any time you have questions or concerns, please let us know and we will be happy to help. You are welcome to email us or call our main telephone number, 708-354-6563.

The following staff are here to assist you:

Jake Klotz; Camp Director

Jake has 21 years of experience with the Hodgkins Park District planning recreational activities for all ages. His extensive experience, vision and passion for recreation ensures that each child has a memorable camp experience.

Leaders

We maintain a camper to staff ratio of 8:1. Our camp leaders are mature high school students and young adults that have completed our "Pre-Camp" training in preparation for camp. All camp staff has completed CPR/AED and first aid training.

REGISTRATION FORMS

For your child's safety, registration forms must be returned to the Hodgkins Park District before the first week of camp. *If the camp director does not have these forms, your child will not be allowed to attend camp.*

It is important that your information on registration forms is current and accurate. Any changes in information (phone numbers, addresses or authorized people who may pick up your child, etc.) must be updated in person or over the phone through the camp director.



PROGRAM DETAILS & POLICIES

CAMP LOCATION & HOURS

8997 Lyons St, Hodgkins, IL 60525

Phone: 708-354-6563

www.hodgkinspark.org

Camp Hours: 9:00 AM – 3:00 PM

CAMP SESSIONS

Our summer Kids Camp runs on weekly sessions as noted below:

Week 1: June 10-14

Week 2: June 17-21

Week 3: June 24-28

Week 4: July 1-5 (no camp July 4 or 5)

Week 5: July 8-12

Week 6: July 15-19

Week 7: July 22-26

Week 8: July 29 - August 2

PAYMENT/FEE INFORMATION

All campers must be registered and paid in full by May 31st. Additional sessions may not be added once registration closes on May 31st. Late registrations will not be accepted.

Camp Fees (per session)

Residents: \$100

Non-Residents: \$160

Lunch Fees

\$35 per session

OR \$8 per day

Before/After Care Fees

Residents: Free

Non-Residents: \$35 per session

REFUNDS

Any changes to enrollment or cancellations must be made prior to the registration deadline to qualify for a refund.

Any absences that result from illness, injury, or behavior related incidents are non-refundable.

The refund/payment policies stated above are strictly enforced to allow completion of camp preparations ranging from staff hiring, camper groupings, supply purchasing, and field trip expenses. Your understanding and cooperation is greatly appreciated.

ABSENCES

If your child will be absent from camp, please call the Hodgkins Park District at 708-354-6563 to notify staff.

WEEKLY SCHEDULES

At the start of each session on Monday, campers will receive a schedule of activities and a lunch menu. Calendars will also be online at www.hodgkinspark.org.



LUNCH

Weekly lunch menus are made available on our website. Lunch may be purchased on a per session basis for \$35 per session. Campers may also purchase lunch daily for \$8 per day. If you wish to add the lunch option for your camper at any point, please contact the camp director.

FIELD TRIPS

Field Trips will occur every Wednesday throughout the summer. Please ensure your child wears the provided camp shirt and that they are on time for field trip days.

WATER DAYS

Campers will be going to the pool at the Park District of Forest Park each Tuesday. They will be grouped with other children of a similar swim level that you designated on your registration forms. Campers will go to Splash Harbor each Friday afternoon. Please ensure campers come prepared with a swimsuit, towel, and sandals on these days.

CONFIDENTIALITY

All records and files concerning your child will be kept strictly confidential.

Your child may be photographed throughout the duration of Kids Camp. These photos may be used in park district promotional materials. At the time of enrollment, parents will be asked to sign a consent form allowing the park district to use the child's photo for this purpose.

SEVERE WEATHER, FIRE, INTRUDER SAFETY

The safety of your children while participating in our program is of the utmost importance. We will routinely practice drills to prepare your child for severe weather and fire.

Severe Weather - Children will immediately take shelter with the leaders in our basement as soon as we receive a severe weather alert.

Fire - Staff will lead children to the safest exit out of the recreation center and proceed to the assigned rally point.

Intruder - The Hodgkins Park District staff has adopted the ALICE philosophy regarding violent critical incidents. ALICE stands for Alert, Lockdown, Inform, Counter, Evacuate. At its core, ALICE is essentially choosing an incident response that best suits the given situation. Our staff is trained in lockdown maneuvers and evacuation. Due to the sensitive nature of the subject area and the age of our participants, students will not actively practice drills for this scenario.



CAMP PICK UP/DROP OFF POLICIES & PROCEDURES

DROP-OFF AND PICK-UP PROCEDURES

Campers can be dropped off NO EARLIER than 8:45 AM.

Upon arrival, campers MUST enter the recreation center using the main entrance to check in with camp staff.

At the end of each camp day, parents, guardians, and authorized individuals MUST pick up campers from INSIDE the recreation center. Campers being picked up will not be dismissed to the parking lot.

Campers should be picked up no later than 3:10 PM. Repetitive late pick-ups may result in late pick-up fees (\$5 per 10 minutes after 3:15 PM).

PICK UP POLICY

For the safety of all campers, children will not be released from camp to any person other than a parent or individual listed on the "Pick-Up Authorization Form." If you wish to revise the list of authorized individuals, or you need to authorize an additional individual to pick up your child from camp, please notify the camp director prior to the scheduled pick-up.

Please inform anyone that is picking up your child that they may be asked to show photo identification.

The Hodgkins Park District cannot keep any child from their parent(s) without an Order of Protection or other court notice. Should you have an Order of Protection or other court notice, please provide this documentation to the executive director. You will be notified if someone other than the authorized individual(s) attempts to pick up your child.

BEFORE AND AFTER CARE

Extended care is available for children enrolled in our camp. Campers enrolled in Before and After Care can be dropped off as early as 8:00 AM and picked up as late as 6:00 PM (5:00 PM on Fridays). Before Care campers are not permitted to enter the recreation center until 8:00 AM.

Repetitive late pick-ups may result in fees (\$5 per 10 minutes after 6:00 PM Monday-Thursday and 5:00 PM on Fridays).



DAILY CAMP INFORMATION

TO BRING

Required Daily Items:

- Gym shoes
- Leak-proof water bottle
- Drawstring camp bag or small backpack
- Shelf stable lunch (no refrigeration or microwave access provided)

Suggested Items:

- Baseball or sun hat
- Sunscreen

Pool & Water Day Items:

- Swimsuit
- Towel
- Goggles
- Sandals to change into for the pool

Please mark your child's items with their first name and last initial!

NOT TO BRING

The following items are not permitted to be brought to camp or on field trips:

- Electronic devices (tablets, video games, headphones, etc.)
- Weapons or explosives
- Drugs/alcohol
- Pets
- Toys

CLOTHING

Please send your camper to camp each day in comfortable clothing appropriate for summer weather. Due to the nature of camp activities, children can sometimes get dirty. We ask that children refrain from wearing "good clothes" to camp because it may hinder their participation in some activities. On field trip days, we ask that all campers wear their provided camp shirt.

FOOTWEAR

Always send your child wearing gym shoes. Sandals, flip flops and Crocs are not appropriate for camp activities. Children without proper footwear will be unable to participate in camp activities until a parent/guardian brings proper footwear for their camper.



SUN PROTECTION

Please apply sunscreen to your child before sending them to camp. Camp staff will only assist with spray sunscreen if asked by the camper. The park district is not responsible for any sunburns that your child may acquire while at camp.

LOST AND FOUND

The Hodgkins Park District is not liable for any broken, lost, or stolen items. If you are looking for a lost item, please check with a staff member. Items are returned to their owners as soon as possible. Unclaimed items will be discarded or donated to charity at the conclusion of the summer camp program.

VENDING MACHINES

Campers who wish to purchase items from vending machines must do so BEFORE the start of camp. Campers are not permitted to use vending machines at any point during camp.

HEALTH/WELLNESS POLICIES & PROCEDURES

The Hodgkins Park District reserves the right to require a diagnosis by a medical professional before allowing a child to participate/return to any program for any reason at any time. Failure to comply will result in exclusion from the program without a refund.

ILLNESS POLICY

Please contact the Hodgkins Park District if your child is ill. DO NOT SEND THEM TO CAMP. If a child is ill when they arrive at camp, or becomes ill during the day, the parent will be notified to pick up the child and must do so within half an hour.

COMMUNICABLE DISEASE EXCLUSION POLICY

If your child is diagnosed with a communicable disease (strep throat, influenza, COVID-19, hand/foot/mouth disease, pink eye, etc.), a doctor's note will be required to return to camp.

Vomiting/Diarrhea - Children must stay home until vomiting/diarrhea has ceased for 24 hours.

Fever - Children must stay home until fever free for 24 hours without the use of fever-reducing medication (Tylenol, Motrin, Advil, etc.).

Skin Infections/Rashes - All skin infections and rashes need to be evaluated by a doctor before returning to camp. Any contagious lesions/rashes must be covered at all times with water-tight bandages.

Head Lice - Child may return to camp after lice shampoo treatment and when nit-free.



COVID-19

Despite careful planning, there is still the risk of exposure to COVID- 19 when participating in any activity outside of your home. It is impossible for the park district to guarantee absolute safety against exposure. By signing up for this program, you understand that there are risks beyond the control of the Hodgkins Park District and we are not liable, aside for willful and wanton misconduct, for any illness/injury that may occur.

We are required to follow any and all mandates set forth by any agency with jurisdiction over the Hodgkins Park District.

Please contact Kelly Young at 708-354-6563 x2 with any COVID related questions.

MEDICATION

If your child requires medication during the time they are in our care, please notify the camp director as soon as possible. Before medication can be administered, all medication dispensing forms must be completed. This is necessary for all PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS.

Both prescription and non-prescription medicines must be in their original container and clearly marked with the child's first and last name, and specific directions. Pharmacists are usually very willing to provide you with the amount of medicine needed for childcare in a separate "original" bottle.

These medicines will be kept in a secure place where camp staff may access it when the need arises. However, the staff may not handle any of the medications. A staff member will verbally assist the child with taking their medication (except when administering an epi-pen).

If these guidelines are not followed, no medicine will be allowed.

ACCIDENTS/INJURIES

Please be aware that there are no healthcare professionals on site.

For minor injuries, such as cuts, scrapes, bruises and bug bites, a staff will assist in cleaning the affected area and then will cover with a bandage. If needed, an ice pack will be applied to the injured area. All minor injuries will be communicated to parents promptly.

For serious injuries, or any incident where there may be cause to question the severity of the injury, camp staff will notify leadership staff immediately. Leadership staff will then contact the paramedics, followed by a parent, guardian, or emergency contact. In the event an ambulance is called, a Hodgkins Park District staff member will go with your child to the hospital and remain with them until you arrive.



HEAD INJURY POLICY

Any injury involving the eye(s) or the head, even if it appears minor and only seems to require an ice pack or band aid, parents/guardians will be notified immediately. The child will be removed from all activities until a parent, guardian, or emergency contact picks up their child and/or evaluates their condition.

If a parent, guardian, or emergency contact is unable to evaluate their child following an eye or head injury, paramedics will be called. This policy is strictly enforced, and no exceptions will be made.

MANDATED REPORTING

All employees of the Hodgkins Park District are Mandated Reporters. Mandated Reporters are required by Illinois law to report whenever the employee has reasonable cause to believe that a child may have been abused or neglected.

BEHAVIOR / DISCIPLINE POLICIES & PROCEDURES

BEHAVIOR GUIDELINES

The following guidelines are in place to ensure the safety of all members in camp. Every parent/guardian is required to read the following information to their camper:

Appropriate Conversations - Children will not be allowed to discuss inappropriate topics or contribute to demeaning conversations about other campers or staff.

Appropriate Language - Children must refrain from using obscene language or gestures for any reason. Campers will use appropriate words to settle their differences.

Respect - Campers must follow the directions of the leaders. This is for the safety of all campers. This includes cooperation and participant involvement both in group activities and with other campers. Please speak to staff and other campers with respect.

Play - Campers are asked not to engage in any horseplay with each other or with a leader. No one will be allowed to hit, kick, push, bite or display any type of aggressive behavior. Campers will also keep their hands and feet to themselves. We have A LOT of toys and equipment to play with. Campers must leave their personal toys at home.



Responsibility - All campers need to remain with their group and within the eyesight of their leader. This applies while at the park district and on field trips. We want all campers to be safe at all times.

Caring - It is important to use and care for equipment, toys, and games properly, so that other campers can enjoy them. Campers will care for the property of the Hodgkins Park District, of other campers and of the camp staff. Parents/Guardians of campers will be responsible for any damage caused by the child.

DISCIPLINE POLICY

There is a strict discipline policy. Campers are encouraged to practice social skills that will allow them to resolve conflicts and meet their needs without the use of harmful or destructive behaviors. If campers fail to adhere to behavior guidelines, the subsequent disciplinary procedures will be followed.

DISCIPLINARY PROCEDURES

If the camp staff encounters behavior problems with any camper, they will first attempt to resolve the problem with the camper. If this fails, the camp director will be consulted.

If an incident occurs where a camper conducts themselves in a manner that jeopardizes their safety, the safety of others or is not in accordance with the policies of the Hodgkins Park District Kids Camp, the following steps will be taken:

First Violation – A verbal warning will be given. A staff member will address the issue directly with the child. A notation of the verbal warning will be placed in the child’s file.

Second Violation – A staff member will address and document the issue directly with the child. The child may be removed from an activity for the day. The parent or guardian will be contacted during the day or at the end of the camp. Parent or guardian must sign the incident report and return it to the camp leader.

Third Violation – A staff member will address and document the issue directly with the child. The parent or guardian will be contacted immediately to pick up their child from camp. The child will be suspended from camp for the rest of the day plus an additional two days. Parents must sign the incident report at the time of pick-up.

Fourth Violation – Child will be dismissed from camp for the remainder of the program. A staff member will address and document the issue directly with the child. The parent or guardian will be contacted immediately to pick-up their child from camp. Parents must sign the incident report at the time of pick-up.



IMMEDIATE DISMISAL

Some behaviors and actions will result in a camper being immediately removed and dismissed from camp. These behaviors and actions include but are not limited to:

1. Running away from the staff and/or camp. Staff are not permitted to chase after children or leave the camp site. If staff cannot convince the child to return to the group, the police will be called.
2. Abusing or causing physical harm to oneself, other campers, and park district staff.
3. Stealing from the Hodgkins Park District or another camper. For this reason, campers may not bring toys, electronics or any other objects not related to camp.
4. Intentionally destroying Hodgkins Park District or another camper's property.
5. Bringing a weapon to camp. Any weapon brought to camp will be taken and the police will be called immediately.

PARENT CODE OF CONDUCT

Parents are expected to follow the program rules and treat the staff with respect. All program and/or staff issues, comments or concerns should be directed to the camp director, not the camp leaders. A child whose parents verbally abuse staff will be removed from the program. This includes sarcasm, criticism, yelling, screaming and/or negative comments directed at the staff and/or other parents. The police will be called to remove any parent not adhering to the Parent Code of Conduct.

****The Hodgkins Park District staff reserves the right to suspend or expel any participant whose actions are seen as detrimental to the camp program. Each situation will be evaluated on its own merit. The staff may develop additional rules for each site as they deem necessary. Violations do not have to be of the same offense.

