

# Tot Camp



*at the Hodgkins Park District*



2024  
PARENT  
HANDBOOK



# Tot Camp



*at the Hodgkins Park District*

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Dear Families,

Welcome to the Tot Camp program at Hodgkins Park District! Thank you for enrolling your child(ren) in our upcoming camp here at the HPD. We are excited to welcome you and are looking forward to making your child's experience in our program meaningful and rewarding.

Attached is the 2024 Tot Camp parent handbook. This handbook has been prepared for your convenience to highlight the important aspects of our Tot Camp program. We realize that this handbook is not all-inclusive and 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 specific questions which have not been addressed, please call the office at 708-354-6563. We look forward to having an amazing summer!

Sincerely,

Yesenia Nunez & Natalia Palomino  
Tot Camp Instructors  
708-354-6563 x4  
[totime@hodgkinspark.org](mailto:totime@hodgkinspark.org)

## OUR GOAL

To provide a fun and safe camp experience while creating many wonderful memories for your child.

## TOT 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; Director of Recreation**

Jake has 21 years of experience with the Hodgkins Park District planning recreational activities for all ages. He will oversee the camp structure and collaborate with our instructors to ensure each camper has a memorable experience.

### **Yesenia Nunez; Instructor**

Yesenia has been with the Hodgkins Park District for 21 years, 18 of which have been focused on early childhood development. Fluent in both English and Spanish, she strives to create a welcoming environment for all campers.

### **Natalia Palomino; Instructor**

Natalia has 8 years of experience with the Hodgkins Park District. Her outgoing personality brings out creativity and curiosity in her campers.

### **Leaders**

We maintain a camper to staff ratio of 5:1. Our 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 director of recreation 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 director of recreation.



## PROGRAM DETAILS & POLICIES

### CAMP LOCATION & HOURS

8997 Lyons St, Hodgkins, IL 60525

Phone: 708-354-6563

www.hodgkinspark.org

Camp Hours: 9:00 AM – 12:00 PM.

### CAMP SESSIONS

Our summer Tot 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 31<sup>st</sup>. Additional sessions may not be added once registration closes on May 31<sup>st</sup>. Late registrations will not be accepted.

#### Camp Fees (per session)

Residents: \$70

Non-Residents: \$120

### 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, and supply purchasing. 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 the instructors.

### WEEKLY SCHEDULES

A newsletter with a classroom activity calendar will be sent home with your child every week. We strongly encourage you to read these newsletters and keep them in a prominent place in your home. BE SURE to check your child's backpack daily for your child's take-home projects and camp announcements.



## FIELD TRIPS

Field trips may be scheduled throughout the summer. The trips for which there is a charge are payable by the parent and are non-refundable. Parents will be notified in advance as the trips are planned. Parents are encouraged to volunteer and chaperone.

## WATER DAYS

Campers will go to Splash Harbor every Thursday at 11:00 AM. Please ensure campers come prepared with a swimsuit, towel, sandals, and sunscreen already on for these days.

## CONFIDENTIALITY

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

Your child may be photographed throughout the duration of Tot 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.

## TOILET TRAINING

Your child must be toilet trained before they enroll in Tot Camp. Pull-ups or other training pants will not be permitted. We suggest that you make sure your child uses the bathroom before they come to camp. Instructors are not allowed to assist children in any bathroom activities.

## 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 instructors in our basement as soon as we receive a severe weather alert.

**Fire** - Instructors will lead children to the safest exit out of the classroom 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 instructors are 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, please use the main entrance to the recreation center and proceed to the tot wing. Proceed to drop off their personal belongings in their designated cubbie and check in with a Tot Camp instructor.

Campers should be picked up inside the recreation center no later than 12:05 PM. Repetitive late pick-ups may result in late pick-up fees (\$5 per 10 minutes after 12:10 PM).

On water days, pick-up will take place at Splash Harbor at 12:00 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 director of recreation 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.

## 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)
- Change of clothes in plastic bag (shorts, shirt, underwear, and socks)

Suggested Items:

- Baseball or sun hat
- Sunscreen



**Water Day Items:**

- Swimsuit
- Towel
- Sandals to change into
- Sunscreen already on

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 instructors 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 camp program.



## 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 director of recreation 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, an instructor or other 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 MANAGEMENT**

We strongly emphasize positive reinforcement as a basis for behavior management. Children are encouraged to verbalize instead of using unacceptable means of expressing their displeasures. The "Bee" program is for positive behavior intervention and support is implemented in the classroom. Our program rules of "Bee Kind; Bee Safe; Bee Here and Ready to Learn" are practiced every day.

All parents are encouraged to help us reinforce positive behavior with their child. Constant reminders and positive words of encouragement from you on a daily basis will have a tremendous impact on your child.

### **DISCIPLINARY PROCEDURES**

Occasionally, a time-out is used when the child needs to be removed from an activity for a short time. If the behaviors continue, a parent conference will be required.

Certain extreme, injurious behaviors may require suspension from the Tot Camp program. These behaviors include, but are not limited to biting, scratching, hitting, pushing, punching, kicking, etc. Parents/guardians will be informed if their child is demonstrating any of these behaviors before a suspension occurs.

The park district reserves the right to suspend or dismiss for behavior deemed detrimental to the program.

### **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 director of recreation, not the instructors or 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.

