



# Program Information Guide

Village of Lake in the Hills Parks & Recreation Division

Updated 5/1/24

## WELCOME

Welcome to the Village of Lake in the Hills FuntastiCamp.

We are glad that you have chosen to have your child spend some memorable moments with us this summer. We look forward to providing an exciting summer filled with tremendous summertime experiences.

Our Recreation Supervisor oversees the overall operations of the camp program. Also, we have Counselor Supervisors who will oversee the day to day operations at camp. Our camp counselors have diverse backgrounds, interests, are active in their communities, and have a particular interest in working with children.

Our staff is carefully selected; each has had an extensive interview, background check, reference checks, and drug screen before being hired. All team members participate in 20 + hours of training to include; safety, leadership, supervision, activity planning, and behavior managemnet. All staff is currently certified in CPR/AED and First Aid and have completed the DCFS Mandated Reporter certification course.

We are pleased to welcome your child to the camp program with the Village of Lake in the Hills. This parent handbook is designed to prepare and assist you with sending your child to summer camp. It contains helpful and pertinent information that will make camp a meaningful experience for your child as well as a valuable service to you, the parent.

**Please review this handbook carefully and the camp rules and guidelines with your child.** If we can provide you with any additional information or be of any service to you throughout the summer, do not hesitate to contact the Recreation Supervisor at (847)960-7463 via email at [tchapman@lith.org](mailto:tchapman@lith.org).



## FUNTASTICAMP CAMP GOALS

Our energetic and creative staff fills days with a variety of sports, games, crafts, enrichment, small group, and large group activities. All campers are asked to participate in daily planned activities. We encourage all campers to try new experiences such as arts, crafts, large/small group activities, free play, etc., to help further development physically, mentally, and socially.

### Our goal for each camper:

- To provide an enjoyable and safe experience for each camper.
- To appreciate diversity.
- To encourage “self-awareness” through a variety of events.
- To increase the knowledge and skills of each child about the themes being explored.

## LOCATION AND HOURS OF OPERATION

*NOTE: Program follows the District 300 School Calendar when determining the day camp starting and ending dates.*

**Location:** Lake in the Hills Village Hall

**Address:** 600 Harvest Gate, Lake in the Hills

**Camp Phone/Cell Phone:** (847) 815-9468

**Village Hall Customer Service:** 847-960-7400

### **Program Hours:**

Monday – Friday 7:00am-6:00pm

**Curbside Drop-Off & Pick-up:** We offer curbside drop-off between 7:00-9:00am and pick-up between 4:00-5:30pm. If a staff counselor is not present please call (847) 815-9468 and a counselor will meet you at the drop-off/pick-up location.

If you choose not to use the curbside service, you may park your car and walk your child to the counselor to sign in.

**You may drop-off/pick-up at any time during the program hours.**

**However, be aware of the camp schedule to ensure you know the location of your camper (s), estimated departure/return for off-site trips, etc.**

## CONTACT INFORMATION

Village Hall	847-960-7400
Camp Phone	847-815-9468
Kim Buscemi, Recreation Superintendent	
Office:	847-960-746
Email:	<a href="mailto:kbuscemi@lith.org">kbuscemi@lith.org</a>
Cell:	224-828-9442

Teresa Chapman, Recreation Supervisor

Office:

847-960-7463

Email:

[tchapman@lith.org](mailto:tchapman@lith.org)

Cell:

815-876-6413

## FEES & PAYMENTS

FuntastiCamp Fee: Consult the current summer program brochure or website:

[www.lith.org](http://www.lith.org)

- Week-to-week registration; payment is required at the time of registration.
  - You may pick the days per week you would like at the time of online registration (subject to availability).
- Full Summer Enrollment with Payment Plan: Registration closes on May 22
  - Secure your child's spot for the entire summer with our convenient payment plan option. Enjoy peace of mind knowing your child is enrolled for the duration of the program.
- Late registration fees are \$15 per camper per registration.
- Transfer fees for reducing or modifying days per week are \$5.00 per camper per transfer occurrence
- Increasing days per week does not incur a transfer fee.
- Additional t-shirts (subject to availability) are \$10 per shirt. One (1) shirt is included with initial registration (sizes and shirts are subject to availability after June 1st).
- 10% sibling discount available.
- At the time of enrollment, full payment of any desired camp sessions is required.
- Enrollment spots cannot be held for any campers.

## REFUNDS

All requests for program cancelations must be made in writing to the Village of Lake in the Hills Community Services Department located at the Lake in the Hills Village Hall, 600 Harvest Gate.

A cancellation Request Form must be used and can be found at LITH Village Hall or online at <http://lith.org/parksrec/page/cancellation-and-refund-policy>

A full refund will be issued for any activity that is canceled by the Village of Lake in the Hills Staff. No written refund request is required.

- A refund will not be issued for special events, activities which require a registration fee, or a trip seat that cannot be filled.
- Refunds for the camp program are based on the following:
- Any cancellation request must be made in writing and will result in a \$25.00 per session, per child service charge.
- After the FIRST DAY of camp, refunds will be issued for medical or unavoidable circumstances ONLY (i.e., job loss moving). Proof will be required for approval.
- Once a cancellation request has been received, only remaining classes/program days will be considered towards the refund.
- The exception for a refund fee is under the discretion of the Village of Lake in the Hills representative.

- Any credit card service fees (Online/ In-Office/ Convenience / Late /Transfer Fees) are not refundable under any circumstances.

## **INCLUSION REQUEST / ADA COMPLIANCE**

The Village of Lake in the Hills complies with the Americans with Disabilities Act (ADA), which prohibits discrimination in the provision of programs, services, or activities to individuals with disabilities. Our department will make reasonable accommodations to enable participation by an individual with a disability who meets essential eligibility requirements for camp.

Contact Teresa Chapman, Recreation Supervisor, at [tchapman@lith.org](mailto:tchapman@lith.org), at least 10 business days before the camper starts the program.

## **ARRIVAL AND DEPARTURE PROCEDURES**

Our Summer Camps are a full-day 7:00 am-6:00 pm program. The earliest you may drop off your camper is 7:00 am, and each camper must be picked up no later than 6:00 pm at no extra cost. You pay one low fee and have peace of mind that drop and pick-ups can be flexible with your schedule. If 7:00 am is a bit too early for your schedule, we recommend that field trips, swimming, or park visit days drop off at least 45 minutes before we depart. Unfortunately, we cannot provide supervision on-site if you miss our trip departure times.

*NOTE: The Village of Lake in the Hills does not provide transportation to and from camp.*

- **Curbside Drop-Off & Pick-up:** We offer curbside drop-off between 7:00-9:00am and pick-up between 4:00-5:30pm. If a staff counselor is not present please call (847) 815-9468 and a counselor will meet you at the drop-off/pick-up location.
- Authorized pick-ups will be asked to provide their unique QR code from just outside Village Hall. Be advised campers should exit their vehicle on the curbside (rear driver's side) to ensure they do not become injured by oncoming vehicles. Campers will be directed to the program area. These services will not be available during severe inclement weather.
- The Village of Lake in the Hills does not and will not assume responsibility for children that arrive before the start time at any location.
- Parents must come inside the building and escort the child if not utilizing curbside drop-off/pick-up during designated program hours.
- In case of emergency or a change in camper pick up or drop off times and locations (bus issues, a delay in returning from a field trip etc), parents will be notified through an emergency email blast, text message from ePact, or if time permits and depending on the number of campers affected, a phone call from the camp.

## **LATE PICK-UP**

If you are running late, place a call the Camp cellphone. If you cannot speak with a staff member, call the Recreation Supervisor at (224) 713-8508. Late pick-up fees of \$15 per fifteen minutes are assessed after the program site's closing. The official time is determined by the recorded ePACT check-out time. In cases of an emergency, if the primary guardians cannot be reached, we will contact the authorized pick-up people you listed on the in ePact. Photo ID will be required.

For all campers not picked up by the end of the program, the following late policy will be in effect:

6:01-6:05 = Waived

6:06-6:21 = \$15.00 per child

6:22-6:37 = \$30.00 per child

## HEALTH & SAFETY INFORMATION

- Children must be healthy enough to participate in the program's daily routine. We do not have the facilities to care for sick children and, therefore, do not allow them to attend the program.
- For the safety and comfort of your child, please keep them home until they are symptom and fever free for 24 hours without medication.
- We may require a physician's release for any medical or health condition.
- If your child becomes ill during camp, you will be asked to pick up within the hour. If the parent or guardian is unable to be reached, the child's emergency contact will be notified.
- Please notify the Camp Supervisor if your child or any member of your immediate household develops a contagious condition (as defined by the local health department), such as pink eye, chickenpox, or lice.
- The following are defined as an illness or contagious health problems:
  - Conjunctivitis (pink eye)
  - A chronic runny nose with colored discharge
  - A chronic cough
  - A fever
  - Vomiting or upset stomach
  - Signs of general fatigue or discomfort
  - An open rash
  - Head lice
  - The knowledge that the child has had a fever within the past 24 hours
- All campers and staff should engage in hand hygiene often throughout the camp day.

## EXTREME WEATHER DAYS

Our philosophy is that a rainy day is a sunny day indoors. A rainy-day schedule will be activated during inclement weather. Trips are generally followed through with if it is lightly raining in the morning.

Please plan accordingly for the extreme summer heat. If the weather is extremely hot, we will keep campers hydrated and limit physical activity to a less strenuous level and adjust the daily schedule accordingly

## PLAYGROUND SAFETY

Children should follow all rules regarding playground use. Standard rules include no food or drinks on playground equipment; do not walk up slides, no standing on top of structures (ie. monkey bars, tall structures, etc.), no pushing/shoving, one person at a time on slides, swings and other equipment, children must be in the site of staff at all times.

## ALLERGIES

FuntastiCamp is a NUT FREE camp.

We try our best to accommodate these campers without inconveniencing other campers. If you're aware that your child is severely allergic to something, it is your responsibility to notify the Village of Lake in the Hills in advance so we may take proper precautions. This shall be done by indicating allergens within the medical/health forms. We ask that you do not provide lunch or snacks that contain nuts camp to ensure the safety of all children. Hand washing and sanitizing will frequently happen, especially before and after preparing and eating snacks.

Do not send your camper with snacks that ***contain or have been processed with peanuts***. Please discuss the severity of this allergy with your camper.

## BUGS & BEES

To reduce the possibility of both bug bites and stings, a few simple precautions can be taken. Bugs and bees are attracted to patterns on clothing that resemble foliage in the outdoors. To reduce this attraction, wear solid, light-colored shirts, shorts, or pants. Another major attraction occurs from 'smell.' Sweet-smelling soaps and shampoos will attract both bees and bugs, so try to use unscented products when showering and bathing and avoid the use of perfumes. Please also try to use a sunblock of at least SPF 30+ that is unscented.

## MEDICATIONS

Administration of medication or special diets will be undertaken by the program after a completed *emergency, and medical forms* are completed in ePact. This Village of Lake in the Hills/FuntastiCamp program staff must receive this form before any prescribed medications are given or administered. The camp staff will make a note of administering medications dosing in a confidential log.

Over-the-counter medication/topical lotions cannot be administered, given to, or applied to children.

## INHALERS AND OTHER EMERGENCY MEDICATIONS

Pertinent information regarding any special medical issues, special needs, and allergies must be clearly noted in ePact. All inhalers and medications are readily available to program staff members who are working with children that may need such items.

- These will only be administered to the prescribed child under the direction/conditions provided for use.
- A child who needs an inhaler may be allowed to carry the inhaler.
- It is essential to keep staff aware of any allergies your child may have, such as possible allergic reactions to bee stings, peanuts, other food allergies, etc.
- If you know your child is allergic to something, please note this information in ePact and note the severity of a possible reaction.

- Please provide any emergency medications (bee sting kits, Epi-pens, etc.) for your child.
- Parents will be notified if emergency medications need to be replaced.
- **NO MEDICATION IS TO BE SENT TO CAMP WITHOUT PROPER NOTIFICATION.** Medications are to be given to camp staff in the original container and labeled with child's full name, medication name and dosage.
- Non-prescription medications such as Tylenol & Advil will be administered **ONLY** with written authorization.

## **ACCIDENTS/EMERGENCIES**

All reasonable precautions will be taken to prevent serious health risks to all campers. If a minor injury occurs, First Aid will be administered at the camp location by the camp staff, by facility staff during a field trip depending on the situation.

The following procedures will be followed:

- The child will periodically be observed after First Aid has been applied, or restricted from activities until deemed appropriate.
- In the event of a medical emergency, immediate action will be taken by the staff as per your orders. Camp staff will follow the information you have provided from the medical/emergency/health information provided during registration.
  - Please be sure to keep these forms updated at all times.
- If parents or other responsible adults are unable to be reached, the child needs medical attention:
  - 911 or emergency service will be called.
  - The child will be taken to the nearest hospital for any necessary treatment.
- The Village of Lake in the Hills does not incur the cost of medical treatment

If a major injury, life-threatening emergency or health problem arises and professional medical care is required, the following steps will be taken:

- Immediate First Aid will be administered by the camp staff person until professional services arrive.
- 911 will be called.
- You will be contacted via the phone number you provided in ePact. If you cannot be reached, the next emergency contact person will be notified.
- A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives.
- The Village of Lake in the Hills does not incur the cost of medical treatment



## CHILD ABUSE POLICY

The Village of Lake in the Hills believes that the safety, support, and care of our children is an essential goal of any program, event, facility, or park. The law also has provisions safeguarding the well-being of our children.

All camp staff has completed the DCFS Mandated Reporter Training. Camp Staff are considered mandated reporters. Therefore, we must comply with the law, as outlined in the following:

Child care and camp personnel having reasonable cause to believe that a child under the age of 18 years of age whose parent or any person responsible for his or her care\* (such as a child care provider, foster parent, or anyone accountable for the welfare of a child receiving residential care at an institution): Causes or threatens to cause a non-accidental physical or mental injury; Has a child present during the manufacture or attempted manufacture of a controlled substance or during the unlawful sale of such substance where such activity would constitute a felony violation; neglects or refuses to provide adequate food, clothing, shelter, emotional nurturing, or health care; abandons the child; neglects or refuses to provide proper supervision in relation to a child's age and level of development; knowingly leaves a child alone in the same dwelling with a person, not related by blood or marriage, who has been convicted of an offense against a minor for which registration is required as a violent sexual offender; or commits or allows to be committed any illegal sexual act upon a child, including incest, rape, indecent exposure, prostitution, or allows a child to be used in any sexually explicit visual material are required by law to immediately report their concerns to the local department of social services or the Child Abuse and Neglect Hotline.

**\*NOTE: State of Illinois law requires that mandated reporters report all cases of suspected child abuse or neglect to child protective services regardless of the relationship to the child.**

## BABYSITTING POLICY

Although camp staff works well with children, our policy states that employees of the Village of Lake in the Hills camp program are not encouraged to have additional contact, babysit and are not allowed to transport camper for families with children currently enrolled in our programs. The Village of Lake in the Hills is not responsible for the actions of its employees within these settings.

## INCIDENT ACTION PLAN

Each program site will have a site-specific emergency plan including an assembly area program, facility evacuation plan, notification (sounding of alarms) system, shelter-in-place plan, locations of fire extinguishers, and first aid kits, etc.

Incident Protocols:

- Any camp staff member can activate the IAP.
- An incident does not have to constitute an emergency for the IAP to be activated.
- Once the IAP is activated, the appropriate staff will respond.

- Decisions will be made by the appropriate Lead Counselor, Camp Supervisor, or Counselor available.
- Appropriate responses to those decisions will be the responsibility of the supervisory staff available (i.e., If the Lead Counselor determines that an ambulance is needed for a medical emergency, the subordinate staff will ensure that the request is followed.)

Incidents or emergencies will be defined by two categories:

- **Isolated:** incidents or emergencies are those that involve or affect an individual or small group of individuals. (i.e., one grade level, individual injury)
- **Program Wide:** incidents or emergencies are those that involve or affect the entire camp program, including facilities. (i.e., approaching severe weather)

For purposes of this IAP, the following will be considered general procedures for Program Wide Incidents or Emergencies:

**Shelter-in-Place:** In the event of an emergency that requires an on-site shelter-in-place, camper and staff will assemble in the designated area on-site. In the event of an emergency that requires campers or staff to be moved to an alternate location, participants and staff will be transported via the Village of Lake in the Hills buses to the safer place.

**Facility Evacuation:** In the event of an emergency requiring facility evacuation, campers and staff will exit the building through the nearest exit and meet at pre-determined assembly areas. Camp staff will take attendance of campers in their groups, camp staff will receive a total count to assure that all children have left the building safely, camp counselors are responsible for medication, first aid kits, and evacuation kits.

**Severe Inclement Weather:** All campers will remain in their groups until the weather passes, or the parents pick the camper up. No refunds will be given for inclement weather closures or modifications to the program schedule.

**Heat Policy:** If extreme heat is a factor at the camp, campers will keep hydrated and activities will be conducted in shaded areas, and the Village of Lake in the Hills indoor or indoor site facilities will be used.

**Rainy Day Procedures:** Camp will be held inside the Village of Lake in the Hills indoor or other indoor facilities.

**Modified Operation:** May include cancellation/postponement or rescheduling of normal activities. These actions are usually taken in case of a summer storm, flooding, or building problems (such as utility disruptions) that make it unsafe for children but may be necessary for a variety of situations.

## LOST CAMPERS

The safety and care of your children is our number one priority, and we go to extensive measures to ensure all campers are accounted for at all times:

- Campers are assigned to groups with designated staff who are responsible for their whereabouts at all times.
- Prior to leaving any location, the staff takes attendance and a headcount of the group.
- Staff is routinely asked to identify the number of campers in their direct care as well as the total amount in the camp that day.

If a camper is missing, the entire group shall remain where they are until the camper has been found. If the missing camper is not located within five minutes, the staff will complete the steps below.

- Staff initiates the Emergency Action Plan for a Missing Person, which notifies all staff (not just camp staff) of the situation and begins the search for the camper. If on a field trip, field trip facility staff is notified.
- If the camper is not found after ten minutes of searching, 911 is called. The parent/guardian and emergency contacts, if necessary, are also contacted at this time.

## PREPARING FOR THE CAMP DAY

Each camper will receive one FuntastiCamp T-Shirt for the entire summer. Camp T-shirts should be worn on off-site field trips. Additional shirts can be purchased for a fee of \$10.00 per shirt (size availability may vary after the first day of camp).

Comfortable, slightly loose play clothing (i.e., jeans, shorts, gym shoes, T-shirts) are appropriate for the activity schedule. Clothing will occasionally come in contact with paint, markers, food coloring, grass, mud, etc.

Campers must wear closed toe gym shoes for multiple activities such as running, jumping, climbing.

Children will not be permitted to participate in any activities or field trips if dropped off without wearing gym shoes.



## **CAMPER SUPERVISION**

We operate with the maximum ratio of 1:10 staff to child ratio. Modifications to this ratio are made depending on planned activities for each camp day.

## **REPORTING ABSENCES**

If your campers will not attend on a schedule day, you may call or text the camp cell phone and by emailing the Camp Program Supervisor. There are no refunds or transfers for missed days.

## **ITEMS TO BRING TO CAMP**

- Younger campers, or campers who are at risk of having accidents, should bring a change of clothes each day.
- Appropriate clothing for play and weather conditions (including gym shoes).
- Apply sunscreen to your child each morning. Staff is unable to apply sunscreen on your child at camp unless it is in spray form.
- Backpack to hold all their stuff.
- Sunscreen
- Bug spray
- Small, cooler-type lunch box filled with two snacks and a lunch.
- Do not pack perishable items such as mayonnaise or milk.
- The program sites are not equipped with microwaves or refrigeration to accommodate all campers.
- Swimsuit and towel.
- Reusable water bottle with water.

## **LABEL EVERYTHING**

Please clearly mark clothing, backpack and lunch box with child's name and phone number.

## **WHAT NOT TO BRING**

- Glass Containers/Bottles/Water Bottles
- Items of High Value
- Electronics
- Cell/Smartphones
- MP3 Players or tablet devices
- Personal toys, sports equipment, etc. (unless requested)
- Weapons of any kind, including, but not limited to: pocket knives, screwdrivers, metal nail files, lighters or matches, etc.
- Any clothing with inappropriate sayings or pictures.
- MONEY – No money is needed at camp.

Any items brought to camp are not the responsibility of the Village of Lake in the Hills if lost, damaged, or stolen.

## CONTACTING YOUR CHILD AT CAMP

Please do not call to speak to your child unless it is an emergency. If your child is experiencing problems, we will call you immediately. If you have any questions or concerns, please contact the site supervisor at any time.

## BATHROOM POLICY

**If you believe that your child may not speak up when they need to use the bathroom, please let a staff member know during drop-off.**

**They will then make it a point to periodically check in with your child regarding the bathroom.**

- Camp staff will routinely call for and run bathroom breaks for the campers, however campers are always able to request a bathroom run be made.
- Field trips: The staff will escort groups to the bathroom area and check the bathrooms prior to allowing any campers in.
- Children should never be allowed to enter the same bathroom stall or be sent to the bathroom without notifying a staff person.
- Staff cannot assist campers with clothing. Please send your camper with easy pull off/on clothing.
- Children and staff should wash their hands after using the bathroom.

## LOST AND FOUND

Lost and found items accumulate very quickly. Please label your child's belongings. Socks and underwear are immediately discarded; everything else will be placed in the lost and found section and donated after camp ends.

**The Village of Lake in the Hills is not responsible for any lost, stolen, or damaged personal items.**

## CAMP ACTIVITIES

FuntastiCamp is only permitted to swim at facilities that provide certified lifeguards, permitted to swim when supervised by camp staff, and only during lifeguard supervised swim times designated by the aquatic facility.

ALL FuntastiCamp participants will go swimming at a local pool or waterpark a minimum of once per week.

- Send your child to camp with a swimsuit and towel every day, along with a plastic bag for their wet suits.
- Although you will be provided with a schedule that indicates your camper's swim schedule, sending your camper with his / her swim gear each day will allow them to participate in any activities in case of a schedule change.
- Put your child's name on their swimsuit and towel.
- On swim days, a report will be created with the swim levels for those campers attending.
  - Swim facility will test all swimmers unless they are noted as none swimmers.

Occasionally the pool/beach is closed due to weather or health department recommendations. When this happens, our staff plans alternate “rainy day” activities for the campers. It may include a trip to a local park or outside water play if weather permits.

## SWIM ABILITY WRIST BANDS

Swimming abilities are determined by the parent and indicated in e-Pact and can be updated anytime. Swim tests are subject to be completed by the aquatic staff at the pool or waterpark, and as required by the facility. Aquatic staff will not swim test non-swimmer but will swim test yellow and green wristbands. Campers will wear the color that they are assigned based on the aquatic staff’s determination. Before arriving at the swimming pool, each that is a non-swimmer will receive a color-coded wristband

- **RED WRISTBAND =NON-SWIMMER:** Does not know how to swim or needs assistance while in the water. Will not be allowed in water above their knees
- **YELLOW WRISTBAND = INTERMEDIATE:** child must be in the water where he/she can always touch the pool bottom with their feet. The camper is not permitted to swim past a depth of 3.5 ft.
- **GREEN WRISTBAND = ADVANCED:** child swims comfortably without assistance; has no limitations; Parent/Guardian trusts child to swim in a supervised area. Permitted to swim in all areas of the facility, use the diving board/deep end, and all other amenities at the aquatic facility.

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## LIFEJACKETS

- If you know your camper will need any type of life jacket for swimming days, please include them in their backpack.
- It must be a coast guard approved life jacket.
- Please put your child’s name on anything you send with them for swimming days.
- It should be indicated in on the “Swim Ability” Form if your child requires to wear the provided lifejackets.
- Lifejackets are not permitted to be taken off during swim times unless to utilize the bathroom.
- Village of Lake in the Hills/FuntastiCamp does not provide lifejackets to campers.

## FIELD TRIPS

Field trips are a significant part of our camp program. All campers must go on the assigned field trip for the day. We do not allow children to stay behind or supplement another trip. Fees for all field trips are included in the camp fee

- Children will return between 3–4 p.m. from the field trip unless otherwise notified.
- Children must wear their camp T-shirt on all field trips.
- It is preferred, all aspects of your child’s lunch/snacks should be disposable; this reduces the opportunity for something to be left behind.

- Bringing or spending money is NOT allowed on field trips days unless advertised or preauthorized.
- If a trip is canceled, we will make every effort possible to reschedule the trip at a later date.
  - Parents will be notified of the canceled trip as soon as possible.
  - Other on-site activities will be provided for the children.
  - If any videos or movies are viewed during camp, all videos will be considered per federal copyright laws and will be G or PG-rated.

## **QUIET TIME**

FuntastiCAMP has a designated “Quiet Time” each day. Immediately following lunch, campers will have an approximately 30 minute “Quiet Time”, where the lights will be dimmed and campers will have time to cool down and relax. While some campers will take a short nap during this period, it is not required. We do allow campers that choose not to nap, to have an activity in their area that they can do quietly on their own, without disturbing others. Some suggested activities are reading, color books, comic books, crafts, etc. Additional “Quiet Time” may also be utilized when the group displays signs of needing a break or cool-down period.

## **WATER DAYS**

Water days will be held periodically throughout the summer. Typically, these occur during ‘on-site’ days and consist of sprinklers, water toys, water balloons, and other water-based activities.

- Campers bring to camp a bathing suit and or change of dry clothing.
- Send a towel clearly labeled with your child’s name.
- Water shoes or sneakers are required to be worn during the activity, and flip-flops are never allowed at camp.
- Please be mindful of the type of bathing suit and clothing that you provide for your camper as staff cannot assist with clothing of any kind.
- All campers must be able to manage their clothing when changing

## **BEHAVIOR POLICY**

To ensure safe and enjoyable programs and facilities for all participants, the Village of Lake in the Hills has developed the following Code of Conduct. Participants in programs and those using facilities shall

- Show respect to all participants, staff, equipment, supplies, and facilities.
- Refrain from using offensive or profane language.
- Refrain from aggressive behavior that could cause bodily harm.
- The Recreation Department reserves the right to dismiss a participant from a program if their behavior or language is deemed inappropriate by staff.

## **BEHAVIOR MANAGEMENT**

If remedial actions do not work, parents/guardians will be advised verbally and/or in writing in the form of a Behavior or Conduct Report. The benefits of a Behavior or Conduct Report are to encourage positive behavior and/or correct a situation in a positive manner with parents/guardians as our partners. We encourage parents to

share with us any appropriate behavior management strategies to help your student make better choices in the future.

**If unacceptable behavior occurs, the following steps will be taken:**

- A verbal warning is given to the child.
- If behavior continues after a verbal warning, a behavior report is issued.
- If behavior continues after 3 Behavior Reports, a Conduct Report will be issued and parent/guardian signature is required.
- A Conduct Report may be issued immediately, without warnings for any serious misbehaviors.
- On the occurrence of a third Conduct Report, issued within a 90 day period, a child will be suspended for one day.
- Contingent on the severity of the infraction, suspension may be effective immediately. On a case by case basis.
- If upon return, inappropriate behavior continues, or three additional Conduct Reports are issued in another 90 day period, the Village of Lake in the Hills may permanently suspend a child from the program. Future participation will be determined by the Village of Lake in the Hills on a case by case basis.
- Refunds will not be issued for suspensions.

If your camper has been receiving assistance in behavior management during the school year, it is imperative that this information be shared with the camp staff. This will enable us to work more effectively and productively with your camper.

## **DISCIPLINARY ACTIONS FOR CAMPERS**

- A verbal warning is given to the child.
  - If behavior continues after a verbal warning, a behavior report is issued.
  - If behavior continues after 3 Behavior Reports, a Conduct Report will be issued and parent/guardian signature is required.
  - A Conduct Report may be issued immediately, without warnings for any serious misbehaviors.
  - On the occurrence of a third Conduct Report, issued within a 90 day period, a child will be suspended for one day.
  - Contingent on the severity of the infraction, suspension may be effective immediately. On a case by case basis.
  - If upon return, inappropriate behavior continues, or three additional Conduct Reports are issued in another 90 day period, the Village of Lake in the Hills may permanently suspend a child from the program. Future participation will be determined by the Village of Lake in the Hills on a case by case basis.
  - Refunds will not be issued for suspensions.
- Inappropriate behaviors, even of a minor nature, should be addressed in a timely manner to prevent escalation. This plan outlines three sequential levels of inappropriate behavior and the manner in which they may be addressed (this is just an overview, use your best judgment).
  - Staff members implement consequences for minor rule infractions, while more serious violations are to be addressed by the camper's parents/guardians, Camp Program Leader or the Camp Supervisor.



- The Camp Supervisor will work with the staff to support appropriate camper conduct for campers who repeatedly display inappropriate conduct.

## **ZERO TOLERANCE POLICY**

The Village of Lake in the Hills has a zero-tolerance policy for serious behavior infractions since our goal is to provide a safe and fun environment for staff and Students. Bullying that is verbal or physically abusive, threatening, obscene, disrespectful behavior, and physical violence will not be tolerated by either parent/guardian or participant. The Camp Supervisor and the Recreation Supervisor will meet with the student's parent(s) to determine a course of action and the length of the suspension. Refunds will not be issued for suspensions.

## **PARENT CODE OF CONDUCT**

- Any parent/guardian who displays any of the following behaviors, including, but not limited to: physical abuse, shaking, grabbing, hitting, pushing, verbal abuse including inappropriate language or threats to a child, family, or staff; or is in possession or under the influence of alcohol or illegal substance will be asked to leave the premises and may no longer be allowed on site.
- If the staff suspects a person of substance abuse or view any act of child abuse or its effects, the police will be notified.
- The staff's first responsibility is the safety of the children.