

River Forest
Community Center
Half-Day Summer Camp



Parent Handbook
2019

River Forest Community Center

Half-Day Summer Camp ~ Parent Handbook 2019

On behalf of the summer camp staff, I would like to take this opportunity to welcome you and your child to the 2019 Summer Camp Program. For your information we have listed below general camp information and many of the camp policies and procedures which should help you and your child prepare for camp. If you have any other questions or concerns about the camp program please feel free to contact the Early Childhood Camp Director at the Community Center at (708) 771-6159 ext. 207.

GENERAL INFORMATION

The River Forest Community Center does not discriminate on the basis of age, race, religion, gender or ethnic background.

DROP OFF / PICK UP

Breakfast Club and Three For All will meet in room 204. Little Explorers will meet in room 202. Please wait in the hallway until the instructor opens the classroom door. Please be on time when dropping off and picking up your child.

ABSENCES

If your child will not be attending camp for any reason, please call the Community Center at 771-6159 prior to 9:00 AM so the instructors can be notified. Please remember that there are no refunds for days absent.

CAMP T-SHIRTS

Little Explorers participants will receive one t-shirt for the session. Shirts will be distributed on the first day of camp. **CAMPERS ARE REQUIRED TO WEAR THEIR CAMP T-SHIRT ON ALL FIELD TRIP DAYS.** If the camper is not wearing their shirt on a field trip day they will be issued a new one at a charge of \$7.00 per shirt.

FIELD TRIPS/WATER PLAY DAYS

Please keep in mind that we may have to cancel field trips due to inclement weather. Although we will do our best to reschedule any canceled trips, sometimes it is not possible. All trip fees are included in the camp fee.

CALENDAR

A calendar will be handed out to each participant on the first day of camp. Please refer to the calendar for trip/water play days, and other events.

REFUNDS

Any participant who cancels out of summer camp prior to its start will receive a full refund less a \$50.00 cancellation fee.

Any refunds for cancellations after the start of a program will be pro-rated for attendance and will be assessed a \$50.00 cancellation fee.

There are no refunds for days absent.

INSURANCE INFORMATION

The River Forest Community Center is unable to assume responsibility for injuries, accidents, or loss of personal property occurring at programs, activities, parks or facilities. The Community Center does not carry hospitalization insurance for program participants. Such insurance would make program and user fees prohibitive. It is recommended that each participant have a health care policy to adequately cover his or her medical needs.

MEDICAL CONCERNS

If your child needs medication, has any physical limitation, needs special attention, please alert the child's counselor to the situation. For any administration of medication a release form needs to be filled out. A camp counselor must carry all medication.

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POSITIVE GUIDANCE & DISCIPLINE POLICY

Our goal is to help children develop self-control, take responsibility for their behavior and understand the value of appropriate behavior. We encourage children to learn how to grow independently and make appropriate choices to manage and self-regulate their behavior.

The environment is designed to promote positive and enjoyable learning experiences for each child and emphasis is placed on the following as preventive measures to minimize issues or concerns:

- Room arrangement
- Choice of age appropriate materials and learning activities
- Consistent schedule and predictable routines
- Age appropriate expectations
- Positive staff-child interaction
- Active adult supervision.

Staff set clear, consistent, and reasonable limits and then follow through enforcing these limits. We remind children of the expected behavior and use simple language to explain reasons for the limits. To help achieve goals, our staff utilizes supportive, positive guidance and discipline techniques which help children acknowledge their behavior, make choices about the solution and accept responsibility for consequences.

Specific positive guidance and discipline techniques include:

- Using redirection and distraction rather than negative reinforcement
- Changing the learning environment when it interferes with positive behavior
- Helping children verbalize their feelings and needs
- Using logical or natural consequences by stating the cause and effect of behavior and allowing the child to choose
- Modeling and teaching problem solving techniques

When a child's negative behavior involves frequent hitting, pushing, biting, or harm to himself or other children or equipment, the child shall be removed from the situation for problem solving, re-direction and/or quiet time alone. This technique differs from the punitive time-out by helping a child learn to regain control and learn socially appropriate ways to express strong emotions. Parents will be informed of recurring inappropriate behavior and the discipline measures used at the time. Staff may ask parents to discuss a problem behavior with the child at home.

The Community Center believes ongoing discussions between parents and staff are the most effective way to address a concern and will use this approach in order to develop a solution together. At times, the Community Center may consult with other professionals or identify other resources which may be beneficial for a child. If a reasonable solution cannot be reached, the Community Center reserves the right to make a determination regarding the dismissal of a child from the program. No adult (including a parent) may ever use corporal punishment or other frightening or humiliating disciplinary techniques in a DCFS licensed program. **Under the Abused and Neglected Child Reporting Act [325 ILCS 5/4], RFCC staff are required to report to the child abuse hotline (1-800-25A-BUSE), whenever there is reasonable cause to believe that a child may be abused or neglected.**

**Thank you for choosing our program.
We look forward to having an enjoyable summer!**