

# River Forest Community Center Half-Day Summer Camp



Parent Handbook  
2023

# River Forest Community Center

## Half-Day Summer Camp ~ Parent Handbook 2023

On behalf of the summer camp staff, I would like to take this opportunity to welcome you and your child to the 2023 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.*

It is acknowledged that I/we are parent(s) or legal guardian(s) of the participant(s) which have been enrolled in this RFCC program and consent for him/her to participate in this designated program. It is understood that, by its very nature, any program involving minors involves some risk to the participants and I/we have read the program description and/or spoken with a representative of the RFCC to understand the risks involved. I/we further understand that it would be impossible to fully specify or articulate every risk. In partial consideration for enrollment in the program, I/we assume all risk and hazards incidental to such participation and do hereby waive, release, absolve the RFCC, its employees, volunteers and agents from any and all claims sustained and/or arising from, connected with or associated with the participation in said program. I/we also agree to indemnify and hold harmless the RFCC, its employees, volunteers and agents from any and all claims sustained and/or arising out of, connected with or associated with participation in said program. This indemnity provision includes the cost of litigation, including reasonable attorney's fees.

### **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.

### **FIELD TRIPS/WATER PLAY DAYS (Little Explorers)**

We are planning to include the Little Explorers program in our splash pad field trips this summer. 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.

### **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.

### **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 camp two weeks prior to the beginning of a session will receive a full refund, minus a \$50.00 cancellation fee.

Any refund for cancellation later than 2 weeks before the start of camp will receive a household credit that can be used towards any program offered by the Community Center including future sessions of summer camp, early childhood programs, after school programs, recreation programs, special events, room rentals or birthday parties.

No refunds for any 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.

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### MEDICAL CONCERNS

If your child needs medication, has any physical limitation, needs special attention, please alert the child's counselor to the situation. A Medication Release form must be completed for any administration of medication.

### ILLNESS/INFECTIOUS DISEASE

The Community Center is currently following the Covid-19 Exclusion Guidance Guidelines as stated by the Illinois Department of Public Health. Current guidelines will be made available before the start of camp.

### RFCC/CDC/STATE OF ILLINOIS PUBLIC HEALTH GUIDELINES

All participants are required to follow RFCC/CDC/IDPH Guidelines in response to the Covid-19 Pandemic.

### 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!**