

**River Forest Community Center
Young Voyagers Summer Camp
Parent Handbook
2023**



**8020 Madison Street
River Forest, IL 60305
(708) 771-6159**

Young Voyagers Summer Camp Parent Handbook 2023

WELCOME TO CAMP!

Dear Parents:

On behalf of the River Forest Community Center staff, we would like to welcome you and your child to the Young Voyagers program. For your information and convenience, many of the camp program's policies and procedures are included in this camp handbook. If you have any future questions or concerns regarding the camp program please call the Community Center at (708) 771-6159 ext. 207. All comments and suggestions are welcomed in order to maintain a high-quality program.

The River Forest Community Center offers this exciting Summer Day Camp and an Extended Care program to children ages 3 through incoming first grade (all children must be toilet trained). A variety of activities are planned for the Young Voyagers and Extended Care programs. The purpose of our program is to promote positive relationships with adults and children outside the home and to instill self-confidence through a group setting. The camp is designed to encourage group participation and cooperation through organized games, art and crafts activities, water play, and team sports. Opportunities for fun and enjoyment will be offered each day through a variety of these experiences.

PAYMENT AND CAMP SESSIONS

Payment Information:

1. Full payment for the first session your child attends is due upon registration.
2. If registering for more than one session, a \$50.00 non-refundable deposit per session will reserve a space for your child. The balance for all camp sessions must be paid in full one week prior to session start date.
3. Payments can be made by cash, check, Visa, MasterCard, Discover, or money order. Checks should be made payable to the River Forest Community Center.

PLEASE NOTE: THE COMMUNITY CENTER WILL ONLY ACCEPT CASH, CREDIT CARD, OR MONEY ORDERS FOR ANY PAYMENT MADE TWO WEEKS OR LESS PRIOR TO THE START OF A CAMP SESSION.

Camp Sessions:

SESSION I	JUNE 12–JUNE 30
SESSION II	*JULY 3 – JULY 21
SESSION III	JULY 24 – AUGUST 11

*Camp will not be in session on July 4th

STAFF

The Camp Director and Counselors are responsible for the camp. Staff members include early childhood teachers who have all previously worked with children in a variety of settings.

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FEES

All camp fees listed are per session and include arts and crafts supplies, sports activities, any field trips, lunch, and snacks.

Program	Fees	Days	Time	Fee
Young Voyagers	3 yrs - 1st grade	M-F	10:00-4:00	\$525

Extended Care:

A.M. only	3 yrs - 1st grade	M-F	7:00-10:00	\$120
P.M. only	3 yrs - 1st grade	M-F	4:00-6:00	\$120
A.M. & P.M.	3 yrs - 1st grade	M-F	(above hrs)	\$180

Daily Extended Care Rates:

For those who need to use extended care on an “as needed” basis:

Advance Registration (before the day you are requesting):

AM only	\$10/day/child
PM only	\$10/day/child
AM & PM	\$20/day/child

Same Day Registration:

AM only	\$15/day/child
PM only	\$15/day/child
AM&PM	\$30/day/child

Refund Policy:

1. Any participant who cancels out of Yong Voyagers two weeks prior to the beginning of a session will receive a full refund, minus a \$50.00 cancellation fee.
2. Any refund for cancellation later than 2 weeks before the start of a session 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, or room rentals.
3. No refunds for any days absent.

Late Pick Up Fee:

Camp	(4:00 – 4:15) * \$5.00 per child
Extended Care	(6:00-6:15) * \$5.00 per child

*LATE PICK UP FEE AFTER 4:15 OR 6:15 ADD \$1.00 PER MINUTE PER CHILD. PAYMENT IS EXPECTED AT THE TIME YOUR CHILD IS PICKED UP LATE. ANY UNPAID LATE PICK UP FEES WILL BE BILLED TO YOUR ACCOUNT.

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ACTIVITIES AND GENERAL INFORMATION

Camps will begin at 10:00 a.m. each morning and end at 4:00 p.m. Please do not send your child before 10:00 am (unless they are registered for AM Extended Care). Also, please pick up your child at 4:00 pm. (unless enrolled in PM Extended Care) or you will be charged a late fee. Please remember to sign your child in and out of camp. A sign in / out book will be located near the door to your child's room.

A variety of activities have been planned so that each child will have a fun and enjoyable camp experience. Please read the camp schedule/calendar carefully so you and your child will know what to expect each day at camp.

Please keep in mind that each camp session is only three weeks long. Our goal is to make camp safe and fun for everyone involved. Not all children like the same activities so we offer a "little of everything" and make every effort to keep each participant happy.

Sports:

Our camp will provide a variety of opportunities to engage in sports activities. The campers will have access to the playground and local parks to play a variety of sports, games, and many more.

Art and Crafts:

In many creative ways, the campers will improve small motor skills through various arts and craft projects. In addition to the weekly art project, the groups will have access to arts and crafts supplies (paint, clay, construction paper, markers, etc.).

Calendar:

Please read the camp calendar carefully each day. A camp calendar will be passed out at the beginning of each session.

Special Pick-Up Request:

If you must pick up your child during camp hours due to a dentist appointment, etc., these arrangements must be made in ADVANCE. A note to your child's counselor is necessary to ensure that we have your child at the proper location at the necessary time. We strongly encourage you to limit these special requests, since activities are planned and adjustments must be made in order to accommodate any special pick-up requests.

Absentee Policy:

Please call RFCC BY 8:30 a.m. to report any absences at (708) 771- 6159. Please remember that on trip days the bus will not wait for late campers. If campers are late, it is the parent's responsibility to find the child's group.

We realize that there will be days in the summer when temperature and/or humidity will be extreme. The decision whether your child should attend camp is left to each parent. Refunds are not issued for days absent.

Field Trips:

All field trip fees are included in the tuition. PLEASE DO NOT SEND YOUR CHILD WITH MONEY OR VALUABLES. The community center cannot be responsible for any lost, stolen, or broken items. A school bus will be rented by the Community Center to transport children on most trip days.

T-Shirts:

Participants will receive one camp T-shirt per session. All participants are required to wear a camp T-shirt on all field trips for safety purposes. Families will be assessed a charge for extra T-shirts given to your child.

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Camp Attire:

Campers should wear comfortable, cool clothing to camp that is suitable for athletic activities and messy play. Appropriate clothing would include jeans or shorts, sweats, socks and gym shoes. Please put all of your child's belongings in one bag with his/her name on it. Do not send money, toys, or jewelry with your child. Please put sunscreen on your child BEFORE they arrive at camp.

Snacks/Lunch

All children will be offered a snack during AM extended care and before 4:00 pm. A hot lunch will be served Monday - Friday. Lunches are catered from Delicious by Quality Catering.

Rest Time/Cot Sheets

All children who are assigned to classrooms 104 & 105 (three and four/possibly 5 years of age) will rest from 1:00pm-3:00pm daily. Children who do not fall asleep within the first 45 minutes of rest time will be allowed to read or to quietly work puzzles on their cot. The Community Center will provide each child with a cot and a sheet. We recommend that each child also bring in a blanket or sleeping bag. Pillows and small stuffed animals may also be used during rest time.

Toys

Children are not allowed to bring toys from home unless directed by the child's teachers. If a child brings a toy from home, it will be kept in the child's cubby or in the director's office until the end of the day.

Birthdays

Parents may bring a special snack to celebrate their child's birthday. Due to licensing requirements, all food items must be store bought products and free of peanuts/tree nuts and any other allergens that may cause harm to our students – please check with your child's teacher before choosing your child's treat. Any items that contain items that our students are allergic to will not be served.

Inclement Weather:

Since trips are planned months in advance, every effort will be made to go on a planned trip or activity. However, in case of inclement weather (cold, rain, etc.) on trip days, a decision will be made at 10:00 a.m. by the Camp Director and Community Center staff whether to cancel or substitute another trip in place of the planned activity. Please do not call before 10:00 a.m. for information.

Illness/Infectious Disease

RFCC staff strives to provide a safe, healthy environment for all children and their families in our program. Therefore, we cannot allow children who have any of the following symptoms to attend the program until they are symptom free for at least 24 hours: **Temperatures of 100.4 degrees or higher, constant coughing, very runny nose (especially if mucus is thick and/or green), diarrhea, rashes or scratching for unknown reasons with or without fever, or red and/or watery eyes that were crusted upon awakening.**

Parents should call the front office by 8:30 a.m. to report a child's absence and any communicable illness. The Community Center is required to report any cases of infectious illnesses and to take precautionary measures to prevent the spread of the infection. In order for a child to return to the program, a doctor's note will be required for any child who has been hospitalized, had a serious illness, or had a communicable disease.

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

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Allergies/Special Needs

At the time of enrollment, parents must notify the Early Childhood staff of any allergies or special needs their child may have by accurately completing the health and enrollment forms which will be kept in the child's file. If any changes occur during the school year, parents must immediately notify the Community Center in writing. The Community Center cannot be held responsible if a parent(s) fails to provide the Center with updated information.

The parents of participants with allergies or other special needs may be asked to bring alternate snacks, beverages, etc. if an acceptable alternative is not regularly purchased by the Community Center (i.e. the Center will provide water to children who are lactose intolerant. A parent must bring lactose free milk if he/she feels that water is unacceptable.)

A quiet area will be provided to students who wish to practice religious customs/traditions before meals or anytime during the school day.

Medication

The staff will administer medications only if they are necessary to protect the health of a child. A signed medical authorization form must be filled out by the child's parent/guardian. The medication must be in its original prescription bottle with a label stating the child's name, the dosage, the pharmacy name, the prescription number, and the doctor's name. Non-prescription medication must be in its original container with the child's name written on the label. A physician's signature may be required for non-prescription medications.

Emergency Procedures

Emergency information must be provided for each child in their enrollment packet. If an emergency occurs, the safety of the children will be the first priority and the parents will be notified as soon as possible.

Designated staff members are certified in first aid and CPR training. If a medical emergency occurs, a staff member will call 911, perform First Aid/CPR and, if necessary, the child will be taken by ambulance to an area medical center.

Emergency Response, Evacuation & Crisis Plans

The Community Center has an Emergency Response plan and an Evacuation plan that is specific to the building where the program is located. Information regarding the specific procedures for each location is outlined in the respective plan for each building and should be referred to in the event of an emergency situation.

Liability Insurance

The River Forest Community Center carries liability insurance coverage in the single limit minimum amount of \$300,000 per occurrence.

Release of Personal Information

Information pertaining to the admission, progress, health, or discharge of an individual child shall be confidential and limited to facility staff, the Department of Children and Family Services and the Local Health Departments.

If a student's personal information is requested by additional outside agencies, the parent/guardian of the child must sign a release waiver before the information can be shared.

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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.**

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WAIVER/RELEASE

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.

Acknowledgement of Parent Handbook and RFCC Policies and Procedures

Please sign this page and return it with your registration forms.

I have received and understand the information in the Parent Handbook and I agree to abide by all RFCC policies as stated in the Parent Handbook.

Child's Name: _____

Parent or Guardian's Name (Print)	Signature	Date
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Parent or Guardian's Name (Print)	Signature	Date
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Signature of Early Childhood Director	Date
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