



Day Camp Parent Handbook

Kiddie Camp
Summer Sunshine Camp
Adventure Camp

Dear Parents/Guardians,

The Mokena Community Park District is delighted to welcome you and your child(ren) to our Summer Camp Program. Our camp staff has planned a full session of exciting activities, games, and crafts for the summer.

This packet was developed to help you become acquainted with various aspects of our programs, as well as answer any preliminary questions you might have. Please keep it handy so that you can refer to it when needed.

Any questions or concerns can be directed to your counselor or you can call the Administration office at 708-390-2401.

Contact information:

Administration Building (708) 390-2401
10925 W. La Porte Rd

Kara Jelderks (708) 390- 2409
Superintendent of Recreation
kjelderks@mokenapark.com

Brenna Bowers (708) 390-2416
Recreation Supervisor
bbowers@mokenapark.com

Nita Ragsdale
Day Camp Supervisor
nragsdale@mokenapark.com

Important Dates

April 1	Registration Opens Online or in person registration starts. www.mokenapark.com
May 29	Parent Day Camp Meeting 6 pm at the Program Center, 10925 La Porte Road. Shirts will be given out and questions will be answered.
June 1	Meet the Counselor Day 9 am-Noon at Main Park Pavilion. Meet some of the counselors and pick up your shirt. All Day Camp forms must be turned in before this day to attend camp.
June 3	First day of Camp!
July 4	No Camp! Happy 4 th of July
August 9	Last Day of Camp

General Information

- **There are no refunds or credits once you are registered for camp.**
- All participants must be registered and paperwork must be turned in prior to June 1st.
- There are no switching days once a participant is registered.
- There are no make-up days for missed or sick days.
- All participants must be toilet-trained. Counselors will not change diapers, pull-ups, or swimsuits.
- There are no requests. Each camper can register for a specific group. Once you are registered, there are no switching groups.
- If someone other than a parent will be picking up a child from camp, their name must be listed on the *Pick-Up Authorization Form*. A camper will not be released to an unauthorized person.
- Additional t-shirts can be ordered at registration for \$10 each. Once the registration deadline has passed, t-shirts will have very limited availability.

Camps

Before and After Camp

Ages: 3.5-12

This awesome before and after camp is for campers already enrolled in a summer day camp. Campers will spend before and/or after camp completing projects, science experiments, and more! Campers must register online. Once you are registered for this camp there is a form you fill out to pick and choose your days. You can fill out the form for the whole summer or submit your schedule weekly. Schedules are due the Tuesday before the week your camper will be attending. Payments are run on that Wednesday. All campers who are enrolled in Before and After Camp must have a credit card on file. These are run for payment the Wednesday before the week campers are attending. Payment authorization forms need to be filled out and turned into the Administration Building. You can register your camper for before and/or after camp at www.mokenapark.com. Once you register, an email will be sent to you with all the proper paperwork for this camp.

Times	Camp	Fee R/NR
8-9:30 am	Kiddie Camp/Sunshine Camp	\$8/\$10
8-9 am	Adventure	\$6/\$8
12:30-6 pm	Kiddie Camp/Sunshine Camp	\$20/\$22

4-6 pm Adventure \$10/\$12

Location: Drop off and pick up will be at the Program Center. You can drop off your camper anytime after 8 am and pick up any time before 6 pm.

Paperwork Needed for this camp: Before and After Camp form (includes calendar and payment authorization)

Kiddie Camp

Age: 3.5-5

Something special for the “little ones”, a fun-filled magical time. Activities include games, stories, crafts, music, and special surprises. The fee includes one camp t-shirt per participant. Please indicate shirt size when registering. If you are registering for multiple weeks, your camper will receive ONE free shirt. Extra t-shirts can be purchased for \$10 each at the Administration Center. Campers must be toilet-trained and ready to separate from their parents for an extended period. This camp is held outdoors the whole day. In case of inclement weather, we will be inside the Program Center.

There are no refunds or credits once you are registered for any of the camps.

Times: 9:30am-12:30pm

Day: Mon-Fri OR Tues/Thu OR M/W/F

Week	Dates	Price Range-based on # of days (Fee R/NR)
1	June 3-7	\$40-\$70/\$45-\$85
2	June 10-14	\$40-\$70/\$45-\$85
3	June 17-21	\$40-\$70/\$45-\$85
4	June 24-28	\$40-\$70/\$45-\$85
5	July 1-5	\$20-\$70/\$25-\$85
	No Camp July 4	
6	July 8-12	\$40-\$70/\$45-\$85
7	July 15-19	\$40-\$70/\$45-\$85
8	July 22-26	\$40-\$70/\$45-\$85
9	July 29-Aug 2	\$40-\$70/\$45-\$85
10	Aug 5-9	\$40-\$70/\$45-\$85

Location: Main Park-Drop off is at 9:30am at your groups picnic table by the Pavilion. Campers should not be dropped off earlier than 9:30am. Pick up is at the same location at 12:30pm.

Paperwork Needed for this camp: Medical Form, Pick-up Authorization Form. If a child needs to take medicine or has an Epi-Pen they will need the Medicine Dispensing form or the Auto Injector Waiver form.

Summer Sunshine Camp

Age: 6-12

This outdoor camp is an annual favorite, mini-day camp at its best. We'll journey the world with arts, crafts, games, music and of course, Water Week! There will be some special surprises too! Fee includes one camp t-shirt per participant. Please indicate shirt size when registering. This camp is held outdoors the whole day. In case of inclement weather, we will be inside the Oaks Recreation and Fitness Center.

There are no refunds or credits once you are registered for any of the camps.

Times: 9:30am-12:30pm

Day: Mon-Fri OR Tues/Thu OR M/W/F

Week	Dates	Price Range-based on # of days (Fee R/NR)
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1	June 3-7	\$40-\$70/\$45-\$85
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10	Aug 5-9	\$40-\$70/\$45-\$85

Location: Main Park-Drop off is at 9:30am at your groups picnic table by the Pavilion. Campers should not be dropped off earlier than 9:30am. Pick up is at the same location at 12:30pm.

Paperwork Needed for this camp: Medical Form, Pick-up Authorization Form. If a child needs to take medicine or has an Epi-Pen they will need the Medicine Dispensing form or the Auto Injector Waiver form.

Adventure Camp

Age: 7-13

Adventure Camp is an all-day program where we go exploring, take field trips, adventure to various parks and have lots of fun. Some of the field trips include: baseball games, Palos Heights Pool, Bolingbrook water park (Pelican Harbor), Enchanted Castle, playgrounds, and more! Please note: some field trips may change due to weather or staffing. We will provide another fun alternative. There will be no credits or refunds on days trips change or any other day once you register. **Pick and choose your days!** Drop off and pick up will be at Yunker Farm. If you are registered for the before or after care program, drop off and pick up will be located at the Program Center. Fee includes: Field trip, bus service, a 1:7 max ratio of counselors/campers, and supplies for various crafts and games. **There are no refunds or credits once you are registered for this camp.** Registration deadline is one week prior to the Monday of the following week.

Days	Dates	Times	Fee R/NR
Mon-Fri	Jun 3-Aug 9	9am-4pm	\$50/\$60 per day

Location: Yunker Farm Red Barn. Please do not drop your child off any earlier than 9am. If your child is going to be late, contact the Administration office at 708-390-2401. Some field trips leave right at 9am. All registered campers will receive a weekly reminder email of the field trip days and times. Pick-up is at Yunker Farm Red Barn at 4pm. If you are picking up your camper early, please contact the Administration office.

Paperwork Needed for this camp: Adventure Camp Forms. If a child needs to take medicine or has an Epi-Pen they will need the Medicine Dispensing form or the Auto Injector Waiver form.

Staff

Our day camp counselors are hired because they are enthusiastic, responsible and are excited to work with children. Staff goes through a week of training which includes CPR, AED and first aid training, playground safety training, lock down procedures and risk management safety. The maximum camp ratio of staff to campers is 2:18 for Summer Sunshine, 2:15 for Kiddie, and 1:7 for Adventure Camps. There are also onsite and offsite Supervisors for each camp. These supervisors are experienced in early

childhood education and are seniors to the program.

Behavior

We encourage fun for all campers. However, to ensure everyone's safety, appropriate behavior is expected at all times. Campers who are asked to leave a camp or facility due to inappropriate or potentially harmful behavior are not eligible for a refund. In order to provide a safe and effective camp program for your child, the following guidelines have been established:

- Campers must stay with their leader and group at all times.
- Campers are to be cautious of vehicular traffic when being dropped off and picked up.
- No pushing, shoving, hitting, spitting, etc.
- No inappropriate language
- No picking plants, climbing trees, littering, etc.
- To ensure fun for all, campers are expected to respect fellow campers, staff, and equipment.

The camp staff will keep parents informed and ask for their cooperation if behavior problems arise. Inappropriate/disruptive behavior will be met with verbal reminders of proper behavior and redirection to another activity. Serious, inappropriate or disruptive behavior may result in dismissing that camper for the day. A pattern of unacceptable behavior could be grounds for dismissal from the camp entirely. Please understand we establish this policy for the well-being of all campers. We will work with the parent and child to the best of our ability to correct the situation.

Communication

A weekly email will be sent out to parents of campers that are registered for the following week. This email will contain the weeks activities, any changes, and reminders. If you need to call your camper in sick or need to talk to a counselor, please contact the Administration office at 708-390-2401. Parents can also email the supervisor in charge of their camp. All emails are listed on page 2 of this handbook. No refunds or credits will be given if a camper misses days or is sick. If your child needs to be picked up during camp hours, please notify the camp supervisor.

Drop off/Pick up

To ensure the safety and well-being of our campers and staff the following drop-off and pick-up plan has been implemented:

- When driving down the Main Park Road the speed limit is 10mph and there are two stop signs. These stop signs are **MANDATORY**. There are campers everywhere at the park. Please drive with caution.
- Park in the designated parking space at the Program Center or Farm. Do not park in the handicapped accessible parking spaces if you do not have a handicap tag.
- Walk your camper to their group counselor and sign them in before camp and out after camp. **NO ONE** will be allowed to pick up campers without an I.D. and they must be on the pick-up authorization form.
- If you are dropping off or picking up for the before or after camp program, please ring the doorbell at the Program Center. This door is locked the entire time for safety. Once you ring the bell, a counselor will let you in and ask for your I.D.

Separation Anxiety

A camper attending camp for the first time may feel some separation anxiety. Our experience has been that these children adjust within minutes of their parents' departure. We advise leaving your child with a smile and kiss telling them you will return and go. Be sympathetic to the tears that may come, but be firm. As hard as it may seem, be assured that we are prepared for these situations and will comfort your camper. It feels like the most challenging thing you ever had to do, but it will get easier for both with time. If we cannot comfort your camper, we will call you.

Charges for Late Pick-up

Campers picked up between 5-15 minutes late-Charge of \$5.00

Campers picked up between 16-30 minutes late-Charge of \$10.00

Campers picked up between 31-45 minutes late-Charge of \$15.00

Campers picked up between 46-55 minutes late-Charge of \$20.00

After 25 minutes late, children may be taken to the Administration Center to wait for their parents. After 55 minutes and staff has called the parents, the Mokena Police Department will be contacted. Children can become very apprehensive when parents are late. Please make every effort to pick up your children promptly. Children will not be released to anyone not listed on the pick-up authorization form without special written permission.

Charges for late pick-up will be put on your Civic Rec account and you will have one week to pay, otherwise this will result in another late fee.

Weather

Camp meets every day regardless of rain or bad weather. In the event of inclement weather an email will be sent out; also, we will post on our Facebook Page. If there is bad weather Kiddie Camp will be at the Program Center, Summer Sunshine camp will be at The Oaks Recreation and Fitness Center and Adventure Camp will either be at the Barn or The Oaks Recreation and Fitness Center.

Sickness/Communicable Diseases

If your child is sick, please do not send him/her to camp. If a child is not feeling well, the camp leader will call a guardian to come pick them up. All camp staff have access to a first aid kit at all times. If a child is injured or needs immediate medical supervision, the camp staff will call for assistance and then immediately contact a guardian. Participants are reminded that the Park District does not carry medical insurance for injuries sustained in its programs. Parents should immediately report any communicable diseases such as measles, chicken pox, COVID-19, strep throat, pink eye, or mumps to the camp supervisor. To protect all the children and staff, we request that if your child is ill, please do not send them to camp. If you are in doubt about the severity of the illness, on the side of caution, keep your child at home until they are well enough to attend.

Food Allergies/Auto-Injectors

If your child has allergies, we must be aware of this. A list of all foods your child has shown sensitivity to, must be on the registration form. Campers each lunch at one table and we want to make sure that everyone is being safe when it comes to food sensitivity. If your camper needs an epi-pen, that needs to be listed on the medical form and an auto-injector waiver needs to be filled out. If your camper needs to take

medications including an inhaler, a Medication dispensing waiver form needs to be filled out and turned in with the campers registration paperwork.

What to Bring to Camp and Wear Each Day

On a regular camp day, every child should bring a SMILE! We strongly suggest that anything brought to camp is labeled with your child's name and brought in a bag marked with your child's name. The camp staff will try their best to help the children keep track of their belongings, but we are not responsible for lost or stolen items. These are outdoor camps. Due to the nature of camp activities, the campers can get dirty. Please do not dress your camper in their best clothes or have them wear jewelry. Candy, gum and any weapon are not allowed at camp. Please put sunscreen on your camper prior to the start of the day, we will reapply when necessary.

Everyone needs to be wearing their camp t-shirt every day. Each camper will receive one free t-shirt and extra shirts will be available for purchase for \$10 at the Administration Building. It is extremely important for every camper to be wearing their t-shirt every day.

Summer Sunshine and Kiddie Camps will have water days, on these days staff will let you know when to wear a swimsuit and bring a towel to camp. Water days will include: Sprinklers, water balloons, kiddie pools, slip n' slides and the Splash Park.

Summer Sunshine and Kiddie Camp

- **Backpack**
- **Lunch**
- **Water bottle**
- **Gym Shoes**
- **Sweatshirt/hoodie**
- **Sunscreen**
- **Hat**
- **Camp T-shirt**

Adventure Camp

- **Backpack**
- **Lunch**
- **Water bottle**
- **Gym Shoes**
- **Flip Flops**
- **Sweatshirt/Hoodie**
- **Bathing Suite**
- **Towel**
- **Sunscreen**
- **Hat**
- **Camp T-shirt**

Lost and Found

There is a lost and found bin located at the Program Center, Administration Building and the Yunker Barn. Please check these bins throughout the summer in case your camper might have left something behind. All items not claimed by September 1st will be discarded or donated. The Mokena Community Park District is not responsible for

any lost or stolen items. Please do not bring any valuables, toys, electronics or pets to camp.

Birthdays

If your child has a birthday during camp and you would like to bring a special treat for your child's fellow campers, please speak with the camp director to make any special arrangements. Please send only store-bought treats, not homemade items. All treats brought to share must be peanut-free and individually packaged.