



# 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](mailto:kjelderks@mokenapark.com)

Sailor Morris (708) 390-2416  
Recreation Supervisor  
Kiddie Camp & Summer Sunshine Camp  
[smorris@mokenapark.com](mailto:smorris@mokenapark.com)

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Recreation Supervisor  
Adventure Camp  
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Nita Ragsdale  
Day Camp Supervisor  
Kiddie Camp & Summer Sunshine Camp  
[nragdale@mokenapark.com](mailto:nragdale@mokenapark.com)

### **Important Dates**

May 1	Registration Opens Online or in person registration starts. <a href="http://www.mokenapark.com">www.mokenapark.com</a>
May 27	Parent Day Camp Meeting 6 pm at Yunker Red Barn, 10824 W. La Porte Road. Shirts will be given out and questions will be answered.
May 28	Meet the Counselor Day 4-6PM at Main Park Pavilion. Meet some of the counselors and pick up your shirt.
June 1	First day of Camp!
August 14	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 May 28<sup>th</sup>.
- 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.
- All campers must be pre-registered at least one week prior to each session. Registration is based on availability. If the group is full then registration is closed.
- Each group is based on age. You choose your own groups when you register. There are multiple groups for each camp.

### **Camps**

#### **Before and After Camp (Kiddie and Summer Sunshine ONLY)**

#### **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. You can register the week before for the camp. Registration will open one week prior to the week your camper is attending. All fees will be paid in full. You can register your camper for before and/or after camp at [www.mokenapark.com](http://www.mokenapark.com). You must be registered for regular camp in order to attend the before/after camp. **There are no refunds or credits once you are registered for any of the camps.**

<b>Times</b>	<b>Camp</b>	<b>Fee R/NR</b>
8-9:30 am	Kiddie Camp/Sunshine Camp	\$10/\$12 per day
12:30-6 pm	Kiddie Camp/Sunshine Camp	\$20/\$25 per day

**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.

#### **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

<b>Week</b>	<b>Dates</b>	<b>Tue/Thu or M/W/F or M-F</b>
1	June 1-5	\$40/\$50 ~ \$50/\$65 ~ \$70/\$85
2	June 8-12	\$40/\$50 ~ \$50/\$65 ~ \$70/\$85
3	June 15-19	\$40/\$50 ~ \$50/\$65 ~ \$70/\$85
4	June 22-26	\$40/\$50 ~ \$50/\$65 ~ \$70/\$85
5	Jun 29-July 3	\$40/\$50 ~ \$50/\$65 ~ \$70/\$85
6	July 6-10	\$40/\$50 ~ \$50/\$65 ~ \$70/\$85
7	July 13-17	\$40/\$50 ~ \$50/\$65 ~ \$70/\$85
8	July 20-24	\$40/\$50 ~ \$50/\$65 ~ \$70/\$85
9	July 27-31	\$40/\$50 ~ \$50/\$65 ~ \$70/\$85
10	Aug 3-7	\$40/\$50 ~ \$50/\$65 ~ \$70/\$85
11	Aug 10-14	\$40/\$50 ~ \$50/\$65 ~ \$70/\$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:** Kiddie Camp 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

<b>Week</b>	<b>Dates</b>	<b>Tue/Thu or M/W/F or M-F</b>
1	June 1-5	\$40/\$50 ~ \$50/\$65 ~ \$70/\$85
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8	July 20-24	\$40/\$50 ~ \$50/\$65 ~ \$70/\$85
9	July 27-31	\$40/\$50 ~ \$50/\$65 ~ \$70/\$85
10	Aug 3-7	\$40/\$50 ~ \$50/\$65 ~ \$70/\$85
11	Aug 10-14	\$40/\$50 ~ \$50/\$65 ~ \$70/\$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:** Summer Sunshine Camp 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. This camp is for children ages 7-13 years of age. 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 once you register. Pick and choose your days!** You can sign up for one day, two days or all five. Times for Adventure Camp are from 8am to 6pm. Fee includes: Field trip, bus service, a 1:8 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. Camp shirts can be purchased at the Administration Building Mon-Fri from 9am-5pm.

Days	Dates	Times	Fee R/NR
Mon-Fri	Jun 1-Aug 14	8am-6pm	\$60/\$70 per day

**Location:** The Oaks Recreation and Fitness Center

**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 1:8 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 some of 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 camper's 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 1<sup>st</sup> 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.