

Policies and Procedures- Shorewood Summer Day Camp

Shorewood Summer Day Camp Mission Statement

The Shorewood Day Camp strives to provide a fun, safe and affordable summer recreational series for our local residents. Each week is designed around a theme with activities to challenge the mind and body to provide an all-around recreational experience.

Drop off/Pick up

Staff will be available 15 minutes prior to camp start (For safety reasons please do not drop off sooner). Please drop your child off to camp staff waiting at drop-off point. The Drop off point will be near the playground at Cene's Four Seasons Park. If you are escorting your child, you must park in the parking lot to keep the drop-off/pick-up lane moving. Please follow the pattern for drop-off and pick-up. Stay in a single lane for safety purposes. Staff will be available to discuss your child's day at pick-up time. Please notify us if your child will be walking or riding a bike to and from camp. Please have your child picked up no later than 4:15 pm (If you are running late please make sure you have notified staff). **Each child will be checked in and out for each camp day.**

Absence

If your child will be absent from the Shorewood Day Camp, please call 815-741-7710 or email parks@vil.shorewood.il.us prior to the start of camp.

Food

Campers attending summer camp are to bring their own snacks and drink each day of camp. Campers during the program will have access to bottled water in case of emergency. It is imperative that the Day Camp staff, as well as the children themselves, be aware of all allergies. Due to the increase in food allergies, **Day Camp is a nut free program.** This means any food: sandwiches / snacks / treats / candies brought in must be peanut, peanut butter, and tree nut (almonds, walnuts, etc.) free.

Dress Code

Clothing must be appropriate for the activities and weather each day. No sagging pants, low cut tops or clothing that may be disruptive to activities and/or other campers. As a safety precaution, campers must wear gym shoes suitable for camp activities. Each camper will receive a camp T-shirt.

Camp T-shirts

Each camper will be provided with one T-shirt for camp. Additional camp T-shirt may be purchased. Please contact parks@vil.shorewood.il.us or 815-741-7710

Weather Conditions

Day camp will meet, rain or shine. In case of rain or inclement weather, camp will be moved to our rain location inside Shorewood Village Hall adjacent to Towne Center Park. If we are at Cene's Four Seasons Park and there is a weather emergency we will go to Troy Fire Station #2. We will keep in contact with parents in regards to weather related emergencies.

Code of Conduct

The Village of Shorewood reserves the right to dismiss a participant whose behavior endangers the safety of themselves or others, causes property damage, or exposes participants to offensive/ profane language.

Participants in programs and using facilities shall:

1. Show respect to all participants, staff, equipment, supplies, and facilities.
2. Act in a responsible manner and listen to instructions.
3. Refrain from aggressive behavior which could cause bodily harm to oneself or others.

Any participants who fail to comply will have the following repercussions:

1. First offense, Communication with parent and given a verbal warning.
2. Second offense, Conference with parent student camp counselor and Recreation Coordinators.
3. Third offense, a one day suspension from camp without a refund.
4. Fourth offense, dismissal from camp without a refund. (Only used in extreme circumstances)

Staff has the ability to skip to the third or fourth offense if the action or behavior is deemed severe enough.

Health and Safety

If your child is ill or has a fever, we discourage their participation. In the event that a child becomes ill or is injured during camp, a parent will be notified after taking precautionary emergency action. If the parent is unavailable, the emergency contact will be notified.

For your child's safety, and for other children's safety, keep them at home if you are in doubt of their health and ability to participate in camp activities due to illness.

Medication

Prior to administering any medication, a completed Medication Authorization Form must be submitted. A single dose of each medication must be sent in a sealed envelope. Each envelope must contain the specific information listed on the Medication Authorization Form. Non-prescription drugs will only be administered with a written note from the parent/guardian and must be sent in its original package with the child's name, dose, and administration time attached. If at all possible the medication should be taken outside of day camp hours supervised by the parent/guardian.

Lost & Found

Each camper is responsible for their belongings. The camper's name should be on all personal items. A lost and found area will be designated so lost items may be claimed. If an item is lost please notify staff ASAP. At the end of each week any unclaimed items will be donated to a local charity. We are not responsible for lost, stolen or damaged items.