

**BUTTERFIELD
PARK
DISTRICT**

**SUMMER CAMP
PARENT GUIDE
2017**



TABLE OF CONTENTS

General Camp Information	Pages 3-4
Fun in the Sun Camp	Page 5
K-2 Camp Information	Pages 6-7
3-5 Camp Information	Pages 8-9
Teen Camp	Page 10-11
Camp Forms	Page 12-14
Important Phone Numbers & Emails	Page 15

Please see the Butterfield Park District website for up to date trip information, calendar of events, registration forms and communication from the camps.

www.butterfieldpd.com

“Like” us on Facebook!

Our page is www.facebook.com/Butterfield-Park-District

**Follow us on Twitter
@ButterfieldPD**

Contact Information:

Youth and Teen Camp Director:

(630) 858-2229

K-2 Site Director:

(630) 306-2235

3-5 Site Director:

(630) 306-3662

k_5camp@butterfieldpd.com

Main Office: (630) 858-2229

Teen Camp: (630) 306-9703

Superintendent of Recreation:

Sara June (630)858-2229

Sara@butterfieldpd.com

BUTTERFIELD PARK DISTRICT CAMP INFORMATION

INTRODUCTION

Welcome to Butterfield Park District's summer camp programs. Please take some time to look through this manual for important information. If you have any further questions feel free to contact us at 630-858-2229 or www.butterfieldpd.com. Thank you and have a great summer!

WHAT TO BRING

Please bring the following to camp everyday: gym shoes, socks, water bottle, hat, extra set of clothes, swimsuit, towel, a lunch, bug spray, sunscreen, and a backpack to carry belongings. **Please label all belongings brought to camp.**

DROP OFF AND PICK UP PROCEDURES

Whenever you drop off or pick up your child, you must walk your child into camp and sign your child in on the daily attendance sheet. This is for your child's safety. In the afternoon, the staff will not release a child to an individual whose name is not listed by you on your child's release form. For safety precautions, any individual picking up a child will be required to present a picture ID until staff becomes familiar with names and faces. A child should never be dropped off and left alone.

LATE PICK- UP

Parents who arrive after their scheduled pick-up time will be charged a \$5.00 late fee for every 10 minutes or portion thereof per child. In an event that a child is not picked up 15 minutes past pick up time, the emergency phone number will be called and the designated individual will be requested to pick up the child. Camp staff will make several attempts to contact parent/guardian. After 30 minutes, if there is no contact from a parent and no one on the emergency list is available to pick up the child, the police will be called and the child will be taken into protective custody.

BEHAVIORAL STANDARDS

As part of a community effort, the Butterfield Park District is proud to be a part of the PBIS Behavioral Standards. PBIS stands for Positive Behavioral Interventions & Supports. Through this program we will establish behavioral supports and social culture needed for all campers. This will be the basis of appropriate behaviors at camp. We will encourage a safe, calm, and predictable environment. Any time your child does not follow our behaviors associated with the PBIS, the child will receive a reminder. Behavioral problems will be discussed with the parent and a behavioral plan will be worked out. Removal from camp is a last resort. We will also focus on promoting and reinforcing good behavior at camp! As a camp, we will be creating and implementing a behavior matrix that includes expectations while attending summer camp. All parents will be required to sign a Behavioral Standards form, which is included in the camp form packet.

REGISTRATION

Please note in our enrollment forms that we have updated our registration procedures. Please make sure to read the entire packet.

HEALTH AND SAFETY

If your child has contracted a communicable disease such as chicken pox, strep throat, measles, or mumps, please notify the camp staff immediately. You should keep your child home and call your physician when the following symptoms persist:

1. Fever or 99.8 or over, taken in the morning, before camp. Keep your child home 24 hours after an elevated temperature has returned to normal.
2. Nausea or vomiting
3. Skin rash or sores
4. Inflamed, swollen, or reddened eyes
5. Excessive coughing, sneezing
6. Diarrhea
7. Sore throat
8. Headache/Earache

If your child becomes ill at camp, has any of the above symptoms, or has a fever, you will be notified and requested to pick up your child within the hour. If your child is injured and requires more than basic first aid, the following will occur: Attempts to contact parent or guardian, attempts to contact persons on medical forms, and the injured child will be transported by paramedics to a local hospital. Managing staff/ personnel will stay with your child until the parent or guardian arrives

PARENT COMMUNICATIONS

An exchange of information between staff and parents provides insight for both. Most concerns may be dealt with at the time of your child's pickup. However feel free to make special arrangements with the camp director to discuss any concerns.

REFUND POLICY

In order to keep an accurate count of children as well as stability within the program, the Butterfield Park District has a refund policy. Cancellations must be done the Thursday before the next week of camp begins to qualify for a refund. The refund policy will be strictly enforced and there will be no credits or rollover of days if a child misses camp.

CREDIT CARD- AUTOMATIC DEDUCTIONS

In order to be a part of the Auto Debit Program for camp, you must provide the park district with Visa, Discover, American Express, or MasterCard information to be kept on file. The payment can be automatically deducted for your convenience. Fill out the form provided and office staff will remember for you! A receipt will be emailed to you. All you have to do is provide us with the information necessary such as the days, weeks and if extended care is needed.

ALTERNATIVE PAYMENTS

When registering for a week of camp and Auto Debit is not being used-you must have your payments made by the Thursday before.

FUN IN THE SUN CAMP INFORMATION

INTRODUCTION

Fun in the Sun Camp is included with K-2 camp in the morning. There will be no Fun in the Sun Camp on field trip days for the K-2 camp. Each week will hold a different themed event. 2 weeks will be grouped themed the other 2 weeks your child will be able to choose the club they would like to participate in. We hope this half day of fun will help your child to enjoy camp!

LOCATION:

Butterfield Park District Recreation and Aquatic Center, Pavilion
21w 730 Butterfield Road Lombard, IL 60148

MESSAGES

Messages can be left for staff on the camp phone (630)306-2235. Please notify staff if your child will be arriving late, leaving early, absent, or other important information staff needs to be aware of.

There are no credits or refunds given for days missed.

ITEMS FROM HOME

Children should not bring toys or personal items from home, unless a special request is made by one of the counselors for a project.

LATE PICK-UP

Parents, who arrive after their scheduled pick-up time, will be charged a \$5.00 late fee for every ten minutes per child. In an event that a child is not picked up by 12:15, the emergency phone number will be called and the designated individual will be requested to get the child. After 30 minutes, if there is no contact from a parent and no one on the emergency list is available to pick up, the police will be called and the child will be taken into protective custody.

K-2 CAMP INFORMATION

INTRODUCTION

Welcome to Butterfield Park District's K-2 summer camp. We take great pride in this summer program. Each staff member is selected to ensure quality programming and provide a safe and comfortable environment to your child. This particular camp is designed specifically for children entering grades Kindergarten to 2nd. K-2 will have the opportunity to participate in a themed group for 2 weeks and choose from a different club the additional weeks. These clubs have a particular theme for the week and include activities that reflect this theme selected by the counselor. Please take some time to read through this information if there are any questions feel free to contact the park district. Thank you and we look forward to having your child join our summer program!

LOCATION

Camp will be located at the picnic shelter. If it is raining, camp will be held inside at the park district in Activity Room 3 at 21W730 Butterfield Road, Lombard, IL 60148

PHONE NUMBERS and EMAIL

Camp Phone (630) 306-2235 -K-2 Site Supervisor **Emelina Johnson**

Office (630) 858-2229

K_5Camp@butterfieldpd.com

ABSENCES

Please call the camp cell phone at (630) 306-2235 or email K_5Camp@butterfieldpd.com if your child will not be at camp. Voice mail and emails are checked regularly. There are no credits or refunds given for days missed.

MESSAGES

Messages can be left for staff on the camp phone (630) 306-2235. Please notify staff if your child will be arriving late, leaving early, absent, or other important information staff needs to be aware of.

CAMP CALENDARS

A calendar will be made available on our website (www.butterfieldpd.com) to check detailed information regarding camp.

SWIMMING

Campers will enjoy open swim at the Aquatic Center during the afternoons. All campers will also be required to take a swim test before being allowed to enter the deep end of the pool. Those participants who pass the swim test will be allowed to go off the diving board and water slide. For the participants that do not pass the swimming test, they will be issued a swim bracelet each day and will swim in the leisure pool area. If your child is uncomfortable in the water, please note this on the medical release form when registering.

LUNCH

Please send a lunch and a drink with your child every day. We do not provide refrigeration for lunches, but we keep them in a cool, dry place.

* We will be offering a "Funday Friday" lunch program. For \$6.00 on Fridays, campers will be able to enjoy a special hot lunch provided by Rosati's. It will include pizza, salad, drink and fruit. We do require pre-registering the Thursday before and we do need an 8 camper minimum.

SNACK

Please have your child bring a healthy snack from home. We will also have snacks available for purchase with the snack card program. This option is available in \$25 increments, to be used at the Poolside Café. Snacks are typically \$1-\$2. There will be no refund for unused balances and we will not rollover balances for next season.

ITEMS FROM HOME

Campers should not bring toys or personal items from home unless a special request is made by one of the counselors for a project. Money and electronics are also not allowed.

CAMP SCHEDULE

We ask that all campers be in attendance by 8:30am so they can receive the full enjoyment of camp. Clubs will start at 9:00am. Campers will be involved in a variety of activities such as swimming, nature activities, sports, crafts, games, field trips and more. Each camper receives one camp T-shirt for the summer. Lunch will be at 12pm in the Pavilion. Swimming will begin at 1pm until 2:45pm. Snack will be at 3pm.

FIELD TRIPS AND SPECIAL EVENTS

There will be one field trip per session/ week which is included in the day camp fee. Field trips will be on Wednesday, unless otherwise noted. **On field trip days, we ask that everyone is in attendance by 8:30AM SHARP!** You will be notified if K-2 Camp will not return to the Park District until 3:30pm. K-2 Camp will also have Friday Fundays. These days will include a variety of themed days. Counselors will plan these days and promote all camp activities throughout the day on Fridays.

Please have your child wear their camp shirt for field trips.

3-5 Camp Information

INTRODUCTION

Welcome to Butterfield Park District's 3-5 summer camp. We take great pride in this summer program. Each camp counselor is selected to ensure quality programming and provide a safe and comfortable environment to your child. This particular camp is designed specifically for children entering grades 3rd-5th. 3-5 will have the opportunity to choose from a different club 2 weeks a month while enjoying a themed camp week the rest of the month. These clubs have a particular theme for the week and include activities that reflect this theme selected by the counselor. Please take some time to read through this information if there are any questions feel free to contact the park district. Thank you and we look forward to having your child join our summer program!

LOCATION

For two/three days per week, 3-5 camp will be located at Butterfield Elementary School for part of the morning. However, the campers will return to the park district for lunch and swimming each afternoon. Please always drop off your child at the pavilion, but if you are running late you may call the site supervisor (number listed below) for information regarding location of 3-5 camp.

Campers will either be transported to Butterfield Elementary by van or will walk.

2S 500 Gray Avenue
Lombard, IL 60148

PHONE NUMBERS and EMAIL

Camp Phone (630) 306-3662 -3-5 Site Supervisor **Katheryn Beck**

Office (630) 858-2229

K_5Camp@butterfieldpd.com

ABSENCES

Please call the camp cell phone at (630) 306-3662 or email K_5Camp@butterfieldpd.com if your child will not be at camp. Voice mail and emails are checked regularly. There are no credits or refunds given for days missed.

MESSAGES

Messages can be left for staff on the camp phone (630) 306-3662. Please notify staff if your child will be arriving late, leaving early, absent, or other important information staff needs to be aware of.

CAMP CALENDARS

A calendar will be made available on our website (www.butterfieldpd.com) to check detailed information regarding camp.

SWIMMING

Campers will enjoy open swim at the Aquatic Center during the afternoons. All campers will also be required to take a swim test before being allowed to enter the deep end of the pool. Those participants who pass the swim test will be allowed to go off the diving board and water slide. For the participants that do not pass the swimming test, they will be issued a swim bracelet each day and will swim in the leisure pool area. If your child is uncomfortable in the water, please note this on the medical release form when registering.

LUNCH

Please send a lunch and a drink with your child every day. We do not provide refrigeration for lunches, but we keep them in a cool, dry place.

* We will be offering a "Funday Friday" lunch program. For \$6.00 on Fridays, campers will be able to enjoy a special hot lunch provided by Rosati's. It will include pizza, salad, drink and fruit. We do require pre-registering the Thursday before and we do need an 8 camper minimum.

SNACK

Please have your child bring a healthy snack from home. We will also have snacks available for purchase with the snack card program. This option is available in \$25 increments, to be used at the Poolside Café. Snacks are typically \$1-2. There will be no refund for unused balances and we will not rollover balances for next season.

ITEMS FROM HOME

Children should not bring toys or personal items from home unless a special request is made by one of the counselors for a project. Money and electronics are also not allowed.

CAMP SCHEDULE

We ask that all campers be in attendance by 8:30am so they can receive the full enjoyment of camp. Clubs will start at 9:00am. Campers will be involved in a variety of activities such as swimming, nature activities, sports, crafts, games, field trips and more. Each camper receives one camp T-shirt for the summer. Lunch will be at 12pm in the Pavilion. Swimming will begin at 1pm until 2:45pm. Snack will be at 3pm.

FIELD TRIPS AND SPECIAL EVENTS

This year for 3-5 camp, we have added additional outings and special guest instructors. We will still have our field trips on Wednesdays, but we have also added an outing event 2 Tuesdays a month to Blackwell Forest Preserve for canoeing archery and nature classes. Our guest instructors may bring in for your enjoyment: tennis, wiffleball and juggling. On field trip days, we ask that everyone is in attendance by **8:30AM SHARP!** You will be notified if 3-5 Camp will not return to the Park District until 3:30pm. 3-5 Camp will also have special event Fridays. These days will include a variety of themed days. Counselors will plan these days and promote all camp activities throughout the day on Fridays.

Please have your child wear their camp shirt for field trips.

TEEN CAMP INFORMATION

INTRODUCTION

The goal of this program is to provide quality care in a safe and fun environment. Our Teen Camp is designed for students entering grades 6-9. This camp is geared toward those who enjoy field trips, sports, swimming, and summer activities. Teens will enjoy various activities and field trips every day of the week. **Remember a swimsuit is strongly recommended for each day's activities.**

IMPORTANT INFORMATION

Teen Camp will meet at the back patio area (unless there is rain) at the Recreation and Aquatic Center. Camp activities begin at 9am. Campers should not arrive prior to 8:25am. Camp ends at 3:30pm. We will also be using Butterfield Elementary School, Hoffman Park and Kensington Park. If you need to contact a staff member at anytime the Teen Camp phone is available. Voicemail is checked regularly (630) 306-9703. If it is an emergency you can also contact the Office (630) 858-2229.

ABSENCES

Please call the camp cell phone at (630) 306-9703 or email Teens@butterfieldpd.com if your child will not be at camp. Voice mail and emails are checked regularly. **There are no credits or refunds given for days missed.**

LUNCH

Please send a lunch with your camper every day. We do not provide refrigeration for lunches, but we do keep them in a cool dry, place. ***There are days that lunch will be provided for Teen Campers. Please refer to the Teen Camp Field Trip Schedule for specifics. If your child has dietary restrictions please make sure to note this on the camper's Emergency Information form.***

SNACK

We will also have snacks available for purchase with the snack card program. This option is available in \$25 increments, to be used at the Poolside Café. Snacks are typically \$1-2. There will be no refund for unused balances and we will not rollover balances for next season.

MONEY

Campers may choose to bring money to field trips or for the snack bar. Extra money is **not required**. Money should not be shared with other campers. If we find that campers are borrowing money or asking others for money campers will no longer be able to bring money to camp and snack bar privileges will be revoked during camp hours. This camp is designed for the campers to be a part of the decision making process, especially with projects. On cookout/project days we will take trips to Wal-Mart to purchase all necessary supplies. Please DO NOT send money for campers to spend at Wal-Mart.

EXTENDED HOURS

AM and PM extended hours from 7am-8:30am/ 3:30pm-6:00pm are available for an extra fee. After camp ends, campers may have the option to sign themselves out or participate in extended care. They may go to the pool, play sand volleyball or tennis, but are not permitted to go to the pavilion area with K-5 Camp.

FIELD TRIPS

Teen Campers will venture from the Recreation and Aquatic Center every day. Select all day trips may require an additional waiver to be signed prior to leaving for our trip. We strive to be paperless, therefore a waiver will be emailed to you prior to the field trip. Please ensure we have a correct email on file and that you are receiving these emails. You have the option to print the waiver and bring it to the Butterfield Park District, or email it back to us at your convenience. We will have mini trips such as challenge days to create a fun and competitive day. **Teen trips are subject to change.**

SWIMMING

Campers will enjoy open swim at the Aquatic Center during the afternoons when not on a field trip. If your child is uncomfortable in the water, please note this on the medical release form when registering or notify the staff at the beginning of the day.

ITEMS FROM HOME

Teens who want to bring electronic devices such as I-pods, video games, tablets etc. will be allowed to use them at the camp's discretion. We expect each teen to participate in the scheduled activities and will only allow the above personal items during suitable times. Cell phones are permitted, however, they are for emergency contact only, NOT SOCIAL. **The Butterfield Park District is not responsible for lost, damaged, or stolen items.**

PHONE NUMBERS AND EMAILS

Teen Camp	(630) 306-9703	teens@butterfieldpd.com
Office	(630) 858-2229	
Derek Hoffman	(630) 858-2229 x 11	derek@butterfieldpd.com

BPD Camp Summer Reminder

In order to make your child has a safe and fun summer; we have a few rules and reminders for you and your child.

- Please make sure to sign your child **IN and OUT** everyday.
- Please send your child wearing **GYM SHOES and SOCKS** everyday, **NO** sandals please.
- Please put sunscreen on your child before they arrive to camp, and put extra sunscreen in their backpack for use at the pool.
- For field trips, your child must bring a lunch. **NO MONEY** please. (K-5 Only)
- On field trip days, please send your child wearing his/her camp T-shirt. They will get their t-shirts the first week they attend camp.
- Campers may not bring any toys from home to camp, unless directed by their counselor.
- Please make sure to label all of your child's belongings.
- Campers will not always be outdoors. They will be indoors during severe weather (thunder, lightening, heavy rain, or excessive heat)

Thank you very much for your cooperation!! Have a great summer!

Teen Camp

Dear Parents/Guardians of Teen Campers:

Because of the age, responsibility, and desired independence of our teen campers, parental/guardian sign in/out is not mandatory. However, if you choose to allow your child to sign him/her in or out of our camp and supervision, we ask that you fill out and return this form. Your signature on this form fully releases and forever discharges the Butterfield Park District from any and all claims before and after the release of your child. Summer Camp begins at 8:30 am and ends at 3:30 pm Monday-Friday.

If you have any questions or concerns, please feel free to contact the Derek Hoffman, Recreation Specialist, or Sara June, Superintendent of Recreation.

My child _____ has my permission
(Print Teen Camper's Name)

To sign him/herself into Teen Camp 2017 at **8:30 am daily**: Yes No

To sign him/herself out of Teen Camp 2017 at **3:30 pm daily**: Yes No

Before/After the time of sign in/out, I: _____
(print parent/guardian name)

or my child: _____ is responsible for their own supervision. If at any time, this agreement should change, and my child is no longer allowed to sign themselves in/out of Teen Camp 2017, it is my responsibility as a guardian/parent to notify the camp. If I fail to do so, my child is still authorized to sign themselves in/out of Teen Camp 2017.

(Parent/Guardian Signature)

(Date)

(Teen Camper Signature)

(Date)

Teen Camp Cell Phone#: (630) 306-9703

PARENTS MUST SIGN & RETURN TO CAMP

Please sign below confirming that you have read through the summer camp manual provided. This page along with the rules and reminders page should be returned on the second day of camp that your child attends. If you do not understand one of the policies or anything in the manual, please ask a staff member and they can clarify any questions or concerns. Please also go through this with your child to make sure they understand the rules of camp. Thank you!

Child's Name: _____

Camp Name: _____

Parent Name: _____

Parent Signature: _____

Date: _____

PARENTS MUST SIGN & RETURN TO CAMP

IMPORTANT PHONE NUMBERS & EMAILS

Contact Information:

Youth and Teen Camp Supervisor:

(630) 858-2229 x 31

K-2 Camp Supervisor:

(630) 306-2235

3-5 Camp Supervisor:

(630) 306-3662

K_5camp@butterfieldpd.com

Teen Camp:

(630) 306-9703

teens@butterfieldpd.com

Recreation Specialist:

Derek Hoffman

(630) 858-2229 x 11

derek@butterfieldpd.com

Superintendent of Recreation:

Sara June

(630)858-2229 x 13

sara@butterfieldpd.com

Registration:

Oona Kelly

(630)858-2229 x 10

oona@butterfieldpd.com

Rene Beck

(630)858-2229 x 15

reckids89@butterfieldpd.com

Aquatics:

(630) 858-2229 x 16

Main Office:

(630) 858-2229

Please contact us if you have any questions, comments, concerns, registration changes, etc. We are here to assist you!