

# Adventure Camp 2024 Parent Handbook

Effingham  
Park District  
Main Office  
1906 S. Fourth St.  
Effingham, IL 62401  
(217)342-4415



Evergreen  
Hollow Park  
1110 Pelican Ave.  
Effingham, IL 62401

We would like to **WELCOME** parents to our 8th Summer of Adventure Camp! We understand that there are several places to pick from when deciding where to take your child(ren) for the summer and we would like to say "Thank You" for choosing us!!!

In order to meet your expectations, we would like to have an Open-Door Policy with you, the parents. We encourage you to voice your opinion on what you like and what you would wish to see within our developing camp structure. We are so thrilled that we can provide this service again for families in the Effingham Area. We want every family to feel comfortable that they have placed their child(ren) in a safe and engaging environment to spend the summer. Join our parents Facebook group to stay up to date on all things Adventure Camp this summer. There you can see pictures of camp activities be notified about any changes and upcoming events. Search "Adventure Camp Parents" on Facebook to find and join the group.

This packet will give you an overlook of our policies, rules, and procedures. If you have any questions or concerns, please let us know. Let's have a GREAT SUMMER!

## Adventure Camp Director

Hillary Kopplin  
hkopplin@effinghampd.org  
Office#: 217-342-4415  
Cell#: 618-292-5858

\*Last name is pronounced (KOH-plin)

# Adventure Camp Basic Information

- Camp will begin on Tuesday May 28, 2024 and ends on August 9<sup>th</sup>. 11 Weeks.
- Camp hours are from 7:30 AM to 5:30PM, Monday through Friday. We have a structured daily schedule from 9AM-4PM, so please be sure that your child is dropped off between 7:30AM & 9:00AM each day. Scheduled pick up is by 5:30PM. If your child will be picked up early, advanced notice should be given to Camp Staff (just a note when they are dropped off will work.) Once a camper is picked up, they cannot return to camp that day unless you discuss it with the Camp Director.
- We will swim every morning (weather permitting) at Kluthe Memorial Pool. Please send your camper with swimwear, towel, and sunscreen each day.
- On days when we have bad weather, camp may be moved to the Ron Diehl Center. Please keep an eye out for announcements on our Facebook Page, Website, and emails.
- Campers are required to pack a lunch every day (Ice/cold packs are recommended for cold lunches.) A snack will be provided each day around 3PM. Be sure to notify counselors of any food allergies your child may have.
- Water will be provided daily. Campers will need to provide their own water bottle every day. Staff will make frequent stops during the day for campers to hydrate. Any other beverages that you send with your child will be reserved for lunch time consumption only.
- Payments are due the Friday prior to the week you are registering. Payment will be accepted on site at Evergreen Park. Payments can be made by phone (217)342-4415 with a credit or debit card, or online payments can be set up. If payment is not received by the end of the following week, campers will not be permitted to attend Adventure Camp until the balance is paid. If your account is typically behind, we will have to put your remaining balance on Auto-Pay.
- Children **MUST** be signed in and out every day by an approved adult listed on their drop off/ pickup form.
- Parents will be notified when their child is being disruptive in camp. Consequences will be given depending on the severity of the disruption and the number of disruptions. Campers may be suspended for a day, week, or expelled completely from camp for their actions. Examples of behavior that will result in Suspension and/or expulsion: Harm to self or others, running away/hiding from staff, threats of harm to self or others, etc. If there comes a time when a camper refuses to listen to the directives of staff and we feel like we cannot keep them safe, action will be taken.
- The Park District is not responsible for lost, stolen, or broken items. Campers are not to bring any electronics, cell phones, extra money, toys, fidgets, etc.

## Field Trip & Special Event Policies

1. Campers are required to wear their camp shirt on ALL field trips unless you are told otherwise. If a camper is not dressed appropriately on field trip days, will be given an additional camp shirt and their account will be charged for the shirt. These shirts provide additional safety and make it easier for camp staff to keep track of the group while off-site.
2. Parents will need to check the Adventure Camp Parents Facebook group in order to be informed of upcoming special events and field trips.
3. Parents may send money with their child for snacks and/or souvenirs. (STAFF IS NOT RESPONSIBLE FOR THEIR MONEY)

## Adventure Camp Behavior Policies

It is our goal to provide a safe and secure atmosphere while promoting social interaction and fun. To ensure these standards are met at Adventure Camp, each camper must follow program rules and all incidents will be evaluated on a case-by-case basis.

If a camp counselor encounters any behavior problems with a camper, they will first attempt to solve the issue. If this attempt fails, the Day Camp Supervisor will be consulted. In the case that the Supervisor is unsuccessful, the Recreation Director will be consulted, followed by the parent/guardian being notified. If any camper received three (3) written warnings during the summer, they will be dismissed from the program. Any camper may be dismissed from the camp at any time depending on the severity of an incident by the Recreation Director.

## Adventure Camp Rules and Regulations

1. Campers must clean up after themselves.
2. Shoes MUST be worn at all times. (Except while at the Pool)
3. Camp staff is not responsible for any toys, ect. Brought from home to camp.
4. Campers are to respect staff, other campers, and park property at all times. Climbing on or being destructive to any trees, buildings, tables, equipment, or any park property is prohibited.
5. Campers are expected to cooperate and participate in group activities with other campers and staff.
6. Throwing of any object is prohibited unless it is a part of an activity.
7. Abusive, age inappropriate, and foul language will not be tolerated.
8. No harmful objects/weapons are permitted.
9. Campers are not permitted to leave camp unattended at any time.

## Consequences

1. Verbal Warning.
2. Verbal Warning & Time Out – Activity/Privilege will be withheld. Parent/Legal Guardian will be notified of incident/behavior at pickup.
3. 1<sup>st</sup> Written Warning – Parent/Legal Guardian will be contacted to pick their camper up immediately and the camper will be suspended for the rest of the day.
4. 2<sup>nd</sup> Written Warning – Parent/Legal Guardian will be contacted to pick their camper up immediately and the camper will be suspended for the rest of the camp week. Camper will only be readmitted to camp after a meeting with the Recreation Director.
5. 3<sup>rd</sup> Written Warning – Parent/Legal Guardian will be contacted to pick their camper up immediately and the camper will be suspended for the remainder of the summer.

## Immediate Suspension

1. Any camper who runs away from staff/camp – If the camper does not immediately return, police will be notified along with Parent/Guardian.
2. Any camper who harms themselves or any other individual.
3. Any reason determined by the Recreation Director as a safety hazard or detrimental to Adventure Camp.

\*Adventure Camp Staff reserve the right to suspend any camper for any of the above reasons. Camper and staff safety is our top priority and any actions not included above that jeopardizes that safety are included as grounds for immediate suspension.

## Medication Policy

The basic premise of the medication policy is that the day camp staff are NOT certified to dispense medication. Therefore, every effort should be made for the medication to be administered by the parent before or after camp. Most medications can be adjusted to avoid camp hours.

The following guidelines will be used concerning the dispensing of medication by camp staff:

- a. A camper who brings medication (prescription or over the counter medication) to camp must give the medication to the assigned camp staff upon arrival at the camp. It should NOT be kept in the camper's lunch box or on their person.
- b. Medication brought to camp must be in a properly labeled pharmacy container. Parents MUST provide the proper measuring device if their child is to receive liquid medication.
- c. The Permission to Administer Medication form must be completed properly. This form may be obtained from Camp Staff.

# Short Term Medication Policy

This policy will permit administration of non-prescription medication up to five (5) days and prescription medicine up to ten (10) days. Before any medication can be administered by assigned camp staff a Medication Form must be completed by the parent/legal guardian. This policy will apply to all medication. Campers will not be permitted to take any medication without the parent/legal guardian submitting the following information:

- a. Parent's/Legal Guardian's Name
- b. Camper's Name
- c. Current Date
- d. Name of Medication
- e. Amount of Dosage
- f. Time of Administration of Dosage
- g. Dates the Medication Should be Given
- h. Reason for the Medication.

## Communicable Disease and Health Concerns

If a camper has a communicable disease, then the camper may return with a readiness statement from a doctor. If the camper doesn't have this statement, then the following exclusion times will be followed:

- Chicken Pox: Not less than six (6) days after the appearance of the eruptions.
- Measles: Not less than seven (7) days after the appearance of the rash.
- Mumps: Not less than nine (9) days after the appearance of symptoms.
- Strep Throat/Scarlet Fever: Not less than twenty-four (24) hours provided treatment with antibiotics continues for at least ten (10) days and the nose, throat, glands, and ears are normal.
- Pink Eye: May attend camp if under physician's care with a statement from a doctor.
- Fever: It is recommended by the American Academy of Pediatrics that a child should be temperature free for twenty-four (24) hours without medication before returning to camp.
- Rash: Do not send your child to camp until your doctor has been consulted about any undefined rash.

\*Insurance: The Effingham Park District does NOT purchase accident insurance for the campers.

# Important Contact Numbers

Main Office (Effingham Park District): 217-342-4415

Hillary Kopplin (Recreation Director): 618-292-5858

