

Village of Lake Zurich

# SUMMER DAY CAMP

# KAMP KIDDIE



EVERYTHING  
YOU NEED  
TO KNOW

HANDBOOK



Village of Lake Zurich  
Park & Recreation Department  
200 S. Rand Road, Lake Zurich, IL 60047  
847.438.5146 | [LakeZurich.org](http://LakeZurich.org)

*At the Heart of Community*

# CAMP HANDBOOK



## **WELCOME TO KAMP KIDDIE**

Thank you for choosing the Village of Lake Zurich Park & Recreation for your child's Summer experience! You've given your child a wonderful gift – the opportunity to experience the natural world, learn new skills, make meaningful new friendships and rediscover themselves outside the pressures of the modern world. We're looking forward to a safe and fun Summer that instills confidence in your child and creates wonderful memories. All programs at the Village of Lake Zurich are designed to promote positive values. Specifically, the Park & Recreation Department focuses on four values: caring, honesty, respect and responsibility. Our staff is hired based on their commitment to accept and demonstrate these positive values in their own lives.

## **CAMP PHILOSOPHY**

The Village of Lake Zurich is dedicated to providing our campers with a safe, fun, and active atmosphere in which children can build self-esteem and where they can grow socially, physically, and intellectually. Our camps provide an opportunity to run, play, and experience the outdoors. Daily activities will consist of arts and crafts, nature programs, sports, games, theme days and swimming. Here at the Village of Lake Zurich we promote teambuilding, friendship, and most importantly, a whole lot of FUN!

## **KAMP KIDDIE LOCATION**

Buffalo Creek (675 Old Mill Grove Rd)  
847-438-5146

## **HOURS**

9am-12pm

## **PARK & RECREATION OFFICE**

Jenna Stanonik, Recreation Supervisor  
Phone: 847-719-2462  
Email: [Jenna.Stanonik@LakeZurich.org](mailto:Jenna.Stanonik@LakeZurich.org)

Paulus Park Office:  
847-438-5146 (x1)

Federal Tax ID number:  
36-6005-961

General E-mail for questions:  
[askparkrec@lakezurich.org](mailto:askparkrec@lakezurich.org)

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## STAFF

The key ingredient to a positive and fun camping experience is our professionally trained and enthusiastic staff. Our staff undergo over 30+ hours of training including (but not limited to) Community CPR/AED/1st Aid, Child Abuse Prevention, Emergency Procedures, Behavior Management, Discipline Policy, Inclusion Training, Program Curriculum, Lesson Planning, Beach Safety, Field Trip Procedures, and Parent Communication.

A majority of our staff are college aged students and education professionals who are passionate about making a positive impact in the lives of every camper who enters our parks. We look for individuals who have had previous experience working with children, and who also are focusing on a concentration in college that pertains to children, childcare, recreation or other relevant majors. Kamp Kiddie is supervised by a 1:6 ratio of counselors to campers, Camp Alpine with a 1:8 ratio for the younger elementary grades, a 1:10 ratio for the upper elementary and Camp Cedar follows a 1:10 ratio.

In addition to our Camp Director, who oversees all of our camps, there is a Head Counselor in Kamp Kiddie at all times to assist with programs.

## INCLUSION REQUEST

We work closely with the Special Recreation Association of Central Lake County {SRACLC} If you feel an ADA accommodation is needed to support an individual within any of the Village of Lake Zurich programs, please check the ADA box accordingly when filling out the registration page. An accommodation can be made for any individual based on their IEP goals and/or diagnosis. Some of the supports available can be, but are not limited to the following: A one-on- one aide, a sign language interpreter, rule modifications or supply adaptation. If you are unsure as to whether or not your child would qualify from assistance with SRACLC, please feel free to reach out to Recreation Supervisor Jenna Stanonik, at 847.719.2462, and you can talk through your concerns. Once paperwork is received with the marked box and parental signatures, Jenna will contact SRACLC as soon as possible to make the proper accommodations. SRA will then directly reach out to the requester for further information.

## MEDICAL INFORMATION

Some participants may need to be given medication during camp. In order for the Village of Lake Zurich to be able to dispense medication, these guidelines must be followed:

1. Parent/guardian must sign the Permission to Dispense Medication, Waiver and Release of all Claims forms specifying:
  - a. Type of medication
  - b. Time medication should be administered
  - c. Specific instructions
2. Only prescription medications in original containers with the doctor's name and the dosage on the label will be accepted. Your local pharmacy will supply you with an extra container if needed.
3. Send only the exact dosage (plus two extra) that your camper will need during their session.
4. A log will be kept of the medication as it is dispensed. The Village of Lake Zurich staff will secure all medicine.

All medication must be picked up in person upon your child's last day of camp. Medication that has not been picked up will be properly disposed of two weeks after the camp season ends.

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## FEES & PAYMENTS

All participants in our camps may pay either a \$100 deposit or the full amount per session per child at the time of registration to reserve your child's spot in Summer camp. (The \$100 deposit is applied to your camp fee.) The \$100 deposit is non-refundable and non-transferable.

All camp fees must be paid in full one month prior to each camp session. The Village of Lake Zurich Park & Recreation Department will only accept partial payments up until that time.

**A \$25 late fee per child will be charged for payments not received by final due dates.**

## PAPERWORK

We are continuing to utilize an online platform for paperwork, CampDoc. All registration forms will be done online prior to the camp season beginning. Once you register with us online or in person, you will receive all documents through CampDoc to be filled out. These will be kept confidentially online with only the Recreation Supervisor and Camp Director having access. All required forms will be completed online. The forms will be sent through CampDoc once you have registered for camp. We will not be accepting paper forms. Forms can be viewed from the Village of Lake Zurich website at [lakezurich.org](http://lakezurich.org). Your camper will not be allowed to begin camp without all of the forms completely filled out online.

**\*If you have been with us in prior Summers, all of your information is saved online. We just ask that you review and make any updates/adjustments as needed.\***

## REFUNDS

Refunds will only be given due to illness, or if your child has been injured. A refund will be given upon proof in the form of a doctor's note.

## ARRIVAL AND DEPARTURE PROCEDURES

### Sign In

1. Parent/Guardian signs the participant into camp on the sign in sheet on the red bench in front of the building.
2. Once signed in, the camper will walk into the building with the staff member who is standing at the door to greet them.

**If you are going to be later than 9:15am, you MUST call the main line at 847-438-5146 ahead of time so that a camp staff member is aware of the late arrival.** We lock the door immediately following sign in. You cannot drop your camper off without a camp staff member acknowledging the camper has been added to their count for the group.

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## Sign Out

There will not be staff at the front desk area for check out prior to 12pm. We will not be having participants leave their program areas until 12pm. If you need to pick up early for any reason, you **MUST** make prior arrangements with Camp Leadership staff.

1. Sign your participant out on the sign in/out sheet on the red bench and show your ID to the staff member.
2. At 12pm, all participants will be walked out to the main area for pick up.
3. One at a time, the participants will walk over to their parent/guardian. The staff who checked the ID will verify each child goes to the correct parent/guardian.

## ABSENCES

If your child will not be attending camp on a specific day, please call the office line at 847-438-5146 to let them know. There will be no prorating of fees due to nonattendance.

## TARDINESS

The regular camp days begins at 9:00 a.m. each day. Please give camp staff one day's advance notice when your camper will be late. Parents will be responsible for escorting late campers to the group activities.

## PERSONAL BELONGINGS/TECHNOLOGY

Personal belongings such as iPads, hand held games, stuffed animals, sports equipment, toys from home etc... are not permitted at Kamp Kiddie. The Staff/Village of Lake Zurich will not be held responsible for the children's personal belongings. If it is brought to camp, it must stay in the camper's backpack. If there are theme days, special days that require an item from home, the staff will send a note home requesting a specific item.

## ITEMS TO BRING TO CAMP

**All items must be labeled with your camper's name.**

### DO BRING

- Backpack/Bag
- Water Bottle
- Spray Sunscreen
- Closed Toe Shoes

### DO NOT BRING

- Personal Items
- Toys from home
- Electronics
- Flip Flops/Sandals

## WEATHER

All activities will take place inside on rainy days. On days that we have extremely hot weather, campers will be indoors as much as possible. Please remember to dress your child according to the weather.

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## CAMP ATTIRE

Campers should wear clothing that is durable and comfortable. Weather permitting, they will go outside every day. Please be sure to send a light jacket or sweatshirt with your camper on cooler days.

Gym shoes and socks should be worn at all times. Sandals are not permitted. Remember, play is hard work and it is easy to get dirty at camp, so please choose clothes carefully.

All campers will be issued one camp t-shirt. Camp shirts will be distributed at the start of each camp session. Repeat campers will not receive additional t-shirts, however extra shirts may be purchased for \$10.

## LOST AND FOUND

Lost and found items accumulate very quickly. Please label your child's belongings. Socks and underwear are immediately discarded; everything else will be placed in the lost and found section and donated after camp ends. The Village of Lake Zurich is not responsible for any lost or stolen items.

## SUNSCREEN POLICY

Due to allergies, Kamp Kiddie cannot provide any type of sunscreen for any camper. Please be aware of the following:

- Apply sunscreen to your camper prior to camp every day including cloudy and overcast days.
- Send labeled (child's name) spray sunscreen with your camper each day.
- Assistance with sunscreen will be provided if necessary, however, all parents must sign the sunscreen authorization found in the Participant Emergency Information Packet.

## CALENDARS

A calendar will be sent home at the beginning of the two week session to keep parents informed of the daily activities.

## SUSPECTED ABUSE OR NEGLECT

In accordance with the procedures set forth on the Abused and Neglected Child Reporting Act, any camp personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child, shall immediately report the matter to their supervisor. The proper authorities will be notified.

## ILLNESS AND INJURY

All staff is certified in CPR/AED and First Aid. In the event of an emergency or illness, camp staff will notify parents/guardians. No refunds will be given for missed time due to an illness unless a doctor's note is provided. Please keep sick campers at home so germs and illnesses do not spread to any other campers or staff. Parents will be notified if their camper has not been feeling well for a period of time.

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The Village of Lake Zurich is not licensed to provide care for sick children. Therefore, parents or emergency contacts must come as soon as possible, preferably within one hour after being contacted by the staff. Any child absent from the program due to a serious or contagious illness must notify the Village of Lake Zurich and have a doctor's note to return. Moderate injuries will be communicated to parents once proper first aid procedures have been followed. If the illness or injury occurs late in the day and is moderate, you may be notified at the end of the day. In cases of severe injuries, parent/ guardian will be contacted immediately.

## **SAMPLE SCHEDULE**

This is a sample schedule of what the day may look like. All times/activities are subject to change at the discretion of Kamp Kiddie Leadership.

### **9:00am-9:15am**

Parent/guardian drop-off & check in

### **9:15am-9:45am**

Free play in classroom

### **9:45am-10:15am**

Carpet time, morning stretches and songs

### **10:15am-11:00am**

Playground, field games and outdoor play

### **11:00am-11:30am**

Craft time

### **11:30am-11:50am**

Puzzles, books and songs

### **11:50am-12:00pm**

Clean up and parent/guardian pick up