



Tiny Tot Playcamp



Parent Handbook 2024

The mission of the Worth Park District is to offer our residents opportunities to enjoy life through professional, quality programs, services and facilities.

*Reviewed by: Superintendent of Recreation
April 2024*

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General Camp Information

Worth Park District Tiny Tot Play Camp program will begin June 10th and end August 16th. Monday through Friday will be onsite activities, crafts and tiny tot will take three field trips! Dates will be given out in the weekly newsletter. Please note that this camp is limited to 20 participants per day. Registration will be first come first serve basis. In order to reserve your spot, you must pay for each day you are attending in advance.

**There will be a mandatory parent meeting on
Wednesday, June 5th at 6:30pm**

Parents will get to meet the Tiny Tot Coordinator as well as discuss the policies and procedures at this meeting. It is required to join as you will be informed on all areas of how Tiny Tot Camp will be run.

LOCATION

Worth Park District Terrace Centre
11500 S. Beloit
Worth, IL 60482

CODES

DATES

TIMES

2031-01

June 10 – August 16

9am-2pm (Primary Camp)

2031-02

June 10 – August 16

9am-4pm (Full Day Camp)

Contact/Call in Numbers:

Mrs. Coni, Tiny Tot Coordinator
708-448-7080 ext. 103
cryan@worthparkdistrict.org

For Payment Info:

Cindy Redenbaugh, Receptionist
708-448-7080 ext. 101
credenbaugh@worthparkdistrict.org

Worth Park District Website: www.worthparkdistrict.org

FEES are on a weekly basis. Payment and schedules are due the Wednesday prior to the week your child is attending camp.

Primary Camp: 9am-2pm
Fee R/NR: \$40/\$45 per day

Full Day Camp: 9am-4pm
Fee R/NR: \$45/\$50 per day

Extended Camp: 7-9am
Fee R/NR: \$10/\$15 per day
4-6pm
Fee R/NR: \$10/\$15 per day

Goals of the Worth Park District Play Camp Program

Through quality leadership and program activities, the Worth Park District Tiny Tot Play Camp program will provide you, the parent, with child supervision while your child experiences a quality recreation program. The program goals provide each camper with the following opportunities:

- To be in a relaxed, caring, protected environment
- To socialize with a variety of children
- To participate in enjoyable and satisfying recreation activities in structured and unstructured atmospheres
- Develop positive self-image and understand everyone has value and insights
- To develop healthy habits, a sense of fair play, respect for equipment, property, nature and the environment

Emergency Forms

Your emergency form is part of your registration form. Please complete it thoroughly when registering your child. If you need to make any changes during camp please notify the receptionist immediately.

Attendance

Campers must attend the days designated on their registration unless changes have been approved by the Tiny Tot Coordinator. Authorized schedule changes must be in by Wednesday for the following week unless otherwise approved by the Coordinator. Campers also must be here by the scheduled time. Staff starts activities and crafts right at 9am and we would not want your tiny tot camper to miss out on fun activities.

Absentees

If your child will not be attending camp, we would appreciate a call or notice in advance if possible (708-448-7080 ext. 103). Due to volume of campers enrolled at the park district, camp does not phone home if a camper is not in attendance. No refunds will be given for missed days, sick days or vacations beyond those pre-arranged at time of registration.

Personal Belongings

Please bring child with sunscreen, lunch, snack and reusable water bottle. Sunscreen needs to be labeled with child's name and will be left in child's backpack.

Lunches

All campers should bring a brown bag lunch, snack and drink. Reusable water bottles are preferred. Edible items that you bring to camp WILL be thrown away after lunch is completed.

There are no toys, blankets, pillows, electronics, etc. allowed at camp.

Behavior

A child's appropriated behavior is encouraged through positive discipline techniques. These may include praising, complimenting, and calling attention to appropriate behavior serving as positive role models. The staff sets limits that are developmentally appropriate and reasonable. Appropriated behaviors are consistently enforced.

In severe cases of disruptive, inappropriate behavior a "time-out" will offer the child a few minutes to gain self-control, while thinking about his or her actions before rejoining the group. "Time-outs" are only used after all methods of re-direction have been tried unsuccessfully. Uncontrollable behavior and or constant refusal to comply with rules may lead to dismissal from program. Any violent behavior such as biting will be grounds for dismissal.

Behavior Management

In order to provide a safe and effective program for your child, certain rules and procedures have been established. Parents and staff are expected to work together to ensure that these parameters are established, and children are adhering to them.

Rules of behavior include but are NOT limited to:

1. Usage of foul or vulgar language or action.
2. Endangerment to the safety and well-being of self or other participants, staff and/or general public surrounding the program. (this includes, but is not limited to hitting, kicking, biting, choking, climbing, leaving the premise, entering prohibited areas, and rough play).
3. Intentional abuse or misuse of program equipment and facilities, or other participant's personal property. (Please note that any costs incurred due to damage of equipment or facilities will be invoiced to the offending child's parents. Additionally, personal property damage will be resolved by parties involved)
4. Blatant disrespect and disobedience to other participants, staff and the general public.
5. Theft of other participants', staff's, or program's property or personal belongings.

It is at the discretion of the Worth Park District staff to remove a participant at any time, and for any reason. Depending on the severity of the behavior, immediate dismissal from the program may be implemented.

Grounds for immediate dismissal from Tiny Tot Play Camp, but are not limited to:

- Behavior or actions that staff feel is uncontrollable and/or unsafe to the child, other children, or staff in the program

Discipline

The preschool coordinator will keep parents informed and ask for their cooperation with discipline as problems arise. Communication will be expected between the parent and the preschool coordinator to discuss the best solutions for the child.

Discipline methods:

- 1st Offense** Tiny Tot Coordinator will notify parents of child's verbal warning.
- 2nd Offense** Tiny Tot Coordinator will give the parents a write up in the form of an incident report will discuss the situation with the parent.
- 3rd Offense** If the child receives a 2nd write-up, the Tiny Tot Coordinator, parents/guardians, and the Superintendent of Recreation will meet and discuss the behaviors OR the child's participation will be terminated from that program, upon completion of that day, depending on the severity of the behaviors. The termination will last for the duration of the program.
- Suspension** Any bullying, inappropriate or threatening language, or any physical altercation.

Please understand we establish this policy for our protection and the safety of all the participants and staff members. We do not want to remove children from the program. We will work with the parent and child to the best of our ability to correct and deal with any situations that may arise.

Health

If your child tests positive for Covid-19, we ask that they refrain from coming to camp for a period of 5 days and once they are showing no symptoms. If a parent or sibling in your household tests positive we ask that you test your child as well and inform the Tiny Tot Coordinator of the results. If the child is negative they can attend camp.

If your child is sick, please do not send him/her to camp that day. If a child becomes ill at camp, a parent or guardian will be called to pick up the child immediately. In the case of any communicable disease (chicken pox, etc.) your child(ren) will not be able to participate in the program until they have a doctors note that they are cleared of the disease. Please contact the Tiny Tot Coordinator immediately for the health and safety of others. Parents of the other campers will be discretely notified when necessary.

We are unable to offer specialized care for a sick child in a group setting. For the protection of all children and staff, a child experiencing any of the following must be kept out of the WPD Programs:

- A temperature of 100 degrees
- Intestinal disturbances accompanied by diarrhea or vomiting.
- Respiratory infections with hacking cough, profuse nasal discharge (green or yellow).
- Lice, Impetigo, Pinkeye or ringworm, and any undiagnosed or unexplained rashes.
- Any other symptoms of COVID-19

Medication Dispensing

Parents should notify staff of any medication that the child needs to take during the hours of the program. Medication dispensing forms must be completed and returned to the Tiny Tot Coordinator before any medications will be dispensed. Please request these forms prior to the start of camp.

Arrival Procedure

- Drop off will take place in the back of the building by Kennelly Park.
- Please park in the spaces to the park and walk your child up to the door.
- A staff member will be at the door no earlier than 9am to take your child inside.
- Parents are NOT allowed in the building to drop off or pick up their child.
- If you are running late please call 708-448-7080 and some one will open the back door when you get here.
- The park district is working hard to adhere to all guidelines of the government and CDC hence why only children at this point are to enter the building and be escorted by a staff member to their designated room.

Departure Procedure

- **Please call the front desk if a child needs to be picked up early.**
- Pick-up will take place at the back door to Kennelly Park (same as drop off).
- Parent will wait by the door until staff arrives with child, opens the door, and sends them out.
- Camper will not be released to anyone not listed on the Registration Form.
- If someone other than the persons listed on the Registration Form will be picking up your child, the emergency form needs to be updated in person or in written format.

Late Pick-ups & Fees

- Any child who is picked up after 2pm (Primary Camp) and 4pm (Full Day Camp) will be charged \$1.00 per minute/per child until parent arrives.
- We understand that emergencies happen; the first late pick-up will be a warning.
- If late pick up is repetitive you can be dismissed from the program.
- The late fee should be paid to the front office on the next day of camp.
- Please note that any child left after 45 minutes after the end of camp, with no communication with the parents or emergency contact will be considered abandoned. At this time the Worth Police Department will be notified.

Rainy Days

Camp meets every day regardless of rain or bad weather. We will improvise and schedule other activities if a field trip is cancelled. In case of severe weather or a power failure we will follow the safety manual guidelines. All parents/guardians will be informed at the earliest time in regards to camp running for this day.

Special Needs

If your child has any special needs, please contact the Superintendent of Recreation at 708-448-7080 ext. 111 before the start of camp so special arrangements can be made. Delay in notification of special needs could result in delay of specialized assistance from supporting organizations.

Lost and Found

A lost and found container will be kept throughout the summer. The park district will not be held responsible for lost or stolen items. Please check for missing items on a weekly basis.

Birthdays/Special Occasions

Please do not bring in anything from home. We will sing to your child on his/her birthday. Only store bought treats and cupcakes (unopened) will be allowed for your child's special day! Treats are to be in individually sealed bags.

Items to Bring Everyday

- Backpack
- Extra Clothes (in case of accidents)
- Suits/Towel (only on specified water days)
- Gym Shoes and socks (wear to camp everyday)
- Water Bottle **Reusable Water Bottle preferred**
- Sunscreen (please apply prior to camp as well as bringing an extra to keep in child's backpack)
- Lunch (for primary and full day campers) **Disposable Lunch ONLY**



Search Policy

The Worth Park District reserves the right to search the pockets and personal belongings of participants in its programs, including but not limited to, back packs, gym bags, and the like, in the event of an investigation or for contraband or other illegal or inappropriate materials. By participating in a program of the Worth Park District, the participant consents to having his or her personal belongings searched as provided herein. If any person is found to have the property of the Worth Park District or one of its employees in his or her possession, or is in possession of contraband or other illegal or inappropriate materials, the Worth Park District reserves the right to remove the person from all Park District programs and to prohibit the person from registering for other programs.

Dress Policy

Please have your child wear gym shoes to camp everyday. Proper gym shoes need to be worn during camp at all times for their safety.

No Smoking in Parks Policy

Smoking is prohibited on the grounds of any Worth Park District facility and park except for the grounds of the Charles S. Christensen Terrace Centre. Worth Park District staff members, while on duty, are prohibited from smoking on the grounds of any Worth Park District facility and park except for staff designated areas of the Charles S. Christensen Terrace Centre. Smoking means either the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, cannabis, herbs or any other lighted smoking equipment; and/or the use of any electronic cigarette including vaping, e-cigars and e-hookah. Consuming marijuana or marijuana products is prohibited on the grounds of all Worth Park District facilities and parks, including but not limited to the Charles S. Christensen Terrace Centre.



Tiny Tot Playcamp



**WAIVER & RELEASE OF ALL CLAIMS
FOR USE OF INHALER OR AUTO-INJECTOR
WAIVER AND RELEASE OF ALL CLAIMS AND INDEMNIFICATION**

Please read this form carefully and be aware that pursuant to the Illinois Asthma Inhalers at Recreational Camps Act, 410 ILCS 607/1 *et seq.*, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain in connection with the possession, self-administration, or use of medication, including, but not limited to the use of an epinephrine auto-injector or inhaler at the camp or at any camp-sponsored activity, event, or program; except for claims arising out of the willful and wanton conduct of the Worth Park District.

As parent/guardian of the below identified participant, I verify and attest that my child/ward has the knowledge and skills to safely possess, self-administer, and use an epinephrine auto-injector or inhaler in a camp setting. I also recognize and acknowledge that there are certain risks of physical injury to participants' possession, self-administration, or use of medication, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said possession, self-administration, or use of medication. Such risks include, but are not limited to, failing to properly administer the medication, failing to observe side effects, failing to assess and/or recognize an adverse reaction, failing to assess and/or recognize a medical emergency, and failing to recognize the need to summon emergency medical services.

I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of or arising out of the possession, self-administration, or use of medication against the Worth Park District, including its officials, agents, volunteers and employees; except for claims arising out of the willful and wanton conduct of the Worth Park District.

I further agree to protect, indemnify, save, defend and hold harmless the Worth Park District from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses (including reasonable attorney fees) for which the Worth Park District may become obligated by reason of the possession, self-administration, or use of medication; except to the extent caused by the willful and wanton conduct of the Worth Park District.

**WAIVER & RELEASE OF ALL CLAIMS
FOR USE OF INHALER OR AUTO-INJECTOR
WAIVER AND RELEASE OF ALL CLAIMS AND INDEMNIFICATION**

I have read and fully understand the above waiver and release of all claims and indemnification. If registering online or via fax, my online or facsimile signature shall substitute for and have the same legal effect as an original form signature.

Child/Children's Name: *(PLEASE PRINT)*

Parent/Guardian's Name: *(PLEASE PRINT)*

Parent/Guardian's Signature:

Date: _____

**PLEASE SIGN ONLY IF YOUR CHILD NEEDS AN
INHALER OR AUTO INJECTOR DURING THE
SUMMER CAMP PROGRAM.**

Tiny Tot Playcamp



TINY TOT PLAY CAMP PARENT HANDBOOK ACKNOWLEDGEMENT FORM

Please sign and return this page as acknowledgement that you have received and understand the Worth Park District Tiny Tot Play Camp Parent Handbook.

PARTICIPATION WILL BE DENIED

If the signature of parent/guardian and date are not on this Waiver/Handbook.

Please sign, date and return on the first day of registration.

Child/Children's Name: *(PLEASE PRINT)*

Parent/Guardian's Name: *(PLEASE PRINT)*

Parent/Guardian's Signature:

Date: _____