



# Preschool Camp

at the Buffalo Grove Park District



Welcome to the Buffalo Grove Park District Preschool Camp 2024. We are so excited to have you with us! Camp counselors are looking forward to a great summer with your child.

## Preschool Wing Access

The doors to the preschool wing will have a code to enter during drop off and pick up. This code will be shared through a Constant Contact newsletter. Please bring your child in through a main entrance of Alcott Center and go past the front desk. The Preschool Wing is located on the west side of the building. You will exit the same way you came in.

## Camp Start Time

An adult must accompany the child into the building and to their camp room. The Preschool Wing will open as early as 8:50am. Children may be dropped off at their camp start time. The Two Year Old Program begins at 10am, the Three Year Old Program begins at 9:30am, and the Fours/Fives Program begins at 9am. Please have your child use the bathroom prior to the start of camp each day, either at home or at the Alcott Center. Adults will sign the child in on a classroom clipboard and counselors will help children wash their hands when they enter the room. Camp staff are not allowed to accept campers into their care prior to the camp start time or without all their paperwork completed.

## Camp End Time

Children can be picked up at their designated camp times. The Two Year Old Program ends at 11:30am, the Three Year Old Program ends at 12, and the Fours/Fives Program ends at 1pm. Other than parents, a child will not be released to anyone unless the information is provided in writing. If someone on the authorized pick up form will be coming to pick up your child, please let us know at drop off or by email. If there is an emergency or last minute change in pickup, call Keri Isacovici at 847.850.2111 or Colleen Torf at 847-850-2131.

## Authorized Pick Up list

Please list as many people as you would like on your Authorized Pick Up form including anyone that you may call in an emergency, just in case. This list is your back up plan should the need arise. If you are part of a carpool you should list each parent in the carpool on your child's pick up list. The drop off person will need to take each of the children to their camp room. Camp staff may ask to see picture identification of any person picking up a participant including parents or guardians. If someone is going to be picking up a participant and is not on the pick-up permission list, then the parent/guardian must supply the camp staff or camp office with a written note. No participant will be released to an individual whose name does not appear on the pick-up permission list.

### **Late Pick Up Policy**

The pickup time at the end of the camp day will be strictly enforced. If you are unable to pick up your child by the designated pick up time, it is your responsibility to make other arrangements and call us indicating the change.

Parents will be granted one "Oops" for the first late pickup which will waive the first late fee. After the first "Oops", any person who arrives after the end of camp to pick up a child will be charged a \$25.00 late fee for every 15 minutes, or portion thereof that they are late.

### **Bathroom**

Please take your child to the bathroom prior to the start of camp each day. If your child is in underwear, has an accident and is wet, the teachers will help them get their clothes changed. If your child has a bowel movement, in their underpants or pull ups (no diapers, please) we will call you to come to camp. If we are unable to reach you, we will contact the person on your emergency form. Please keep a complete set of extra clothes in your child's backpack in case of toileting accident or other occurrences (like getting wet washing hands.)

### **Water breaks**

Please send a child with a water bottle daily, labeled with their name, and they will take it with them when they go outside. Try to get your child to eat a decent breakfast (I know that is easier said than done sometimes!) as we will not be having snack during class.

### **Absence/ Illness**

Please call 847.850.2131 or email Colleen Torf at [preschool@bgparks.org](mailto:preschool@bgparks.org) if your child will be absent and indicate your child's name and counselor.

### **Clothing**

Children must wear gym shoes or closed toe shoes with a rubber sole. Please check the weather and dress your child appropriately. A light sweatshirt can be kept in their backpack in case it gets cool indoors. All clothing should be labeled with the child's name and be appropriate for play as some activities will be messy. Extra clothes may be left in your child's backpack.

### **Sunscreen**

Outdoor activities are an integral part of the Preschool Camp and your child will, among other things, be exposed to sun and insects. It is your responsibility to apply sunscreen and/or insect repellent to your child prior to coming to camp each day. For best protection, sunscreen with broad-spectrum protection, a SPF of 30 or greater, and water resistance ingredients is recommended. NON-Aerosol sunscreen is preferred since aerosol sunscreen needs to be applied outdoors.

Staff can re-apply sunscreen and/or insect repellent, provided by you, to your child's face, neck, back, shoulders and arms. When able, we will encourage campers to re-apply sunscreen and/or

insect repellent to other areas, such as chest, abdomen and legs. Counselors will assist as needed. Camp sites will have sunscreen on site that can be provided for the campers if they do not have their own. This provided sunscreen cannot be abused by campers. If a camp staff/camp site supervisor notices a camper is consistently without their own sunscreen, a phone call will be made to the parent/guardian.

### **Water Play**

We will be playing in water, using sprinklers, buckets and other water toys. Please send your child to camp already in their swimsuit and bring a towel. They can wear clothes over their swimsuits in the morning and dry undergarments can be left in their backpack. Water shoes or other shoes that can get wet are strongly recommended. No Crocs please, as they are slippery when wet.

### **Suspected Abuse or Neglect**

It shall be the policy of the Park District to fully comply with the State of Illinois Abused and Neglected Child Reporting Act. The Park District will make every reasonable effort and precaution to prevent, detect, and report cases of suspected child abuse and neglect for children who come in direct contact with Park District programs, areas, and facilities.

### **Custody Orders**

To honor specific custody orders and/or order of protection, it is the responsibility of the parent/guardian to provide a copy of the custody order and/or order of protection. The document must be signed by the court with the legal seal present, date effective, and ending date if applicable.

### **Confidentiality**

The Buffalo Grove Park District Camps will maintain confidentiality and respect family privacy by refraining from the disclosure of confidential information. Disclosure of children's records beyond family members and program personnel shall require parental/guardian consent. However, in cases of abuse or neglect, it is permissible to reveal confidential information to agencies and individuals who may be able to act in the child's interest.

### **Code of Conduct & Discipline**

The Park District Behavior Guidelines in summary state that participants shall:

- Show respect to all participants and staff and take directions from staff
- A child may not disturb or hurt others verbally or physically
- A child may not intentionally damage equipment
- A child may not place him/herself in a dangerous situation.

A caring, positive approach will be taken regarding discipline. The purpose of discipline is to help children, especially children that are this young, develop self-control and learn to assume responsibility for their own actions. Discipline is also necessary for the safety of all participants and staff. Camp staff members use corrective statements and positive reinforcement to redirect

negative behavior. Recurring or major problems will be discussed with the parent/guardian. Recurring or severe behavior challenges may lead to temporary postponement of enrollment from camp until a behavior intervention has been successful.

### **Medication**

The Buffalo Grove Park District has a policy regarding the storing and dispensing of medication. No medication can be given to a child without a completed medication form. This form is necessary to allow core staff to administer medication during camp hours. Please direct your questions to Keri Isacovici or camp supervisors if your child needs to take medication during camp hours.

### **Accidents/incidents**

Staff will notify you or the person picking up your child of any accidents that happened while at camp. For injuries more serious than a "light accident" (scraped knee, pinched finger, etc.), as well as any head or neck injury, camp counselors will attempt to contact a parent and leave a message if not able. If there is a medical emergency the paramedics would be called. A camp staff member will accompany the child to the nearest hospital and we will continue to call parents or emergency numbers until we reach someone.

### **Communication**

Keri Isacovici will be send out monthly Parent Newsletters with information through Constant Contact. Pictures, videos, descriptions of camp activities, and general reminders will be sent out on a daily basis through Seesaw by the counselors and camp supervisors. Families can download the free app to their phone. Invitations to join groups will be sent a week prior to camp starting.

### **Disinfecting and Cleaning Procedures**

- Cleaning and disinfecting of the classroom spaces will be performed on daily basis
- Hand sanitizer and sanitizing stations will be available.
- Common areas and surfaces will be disinfected frequently.

### **Camper Paperwork:**

- Camper Information
- Health Form
- Medication Dispensing Form
- Handbook Signature Page
- Authorized pick up forms

### What to bring to camp each day:

- Water bottle with the child's name labeled clearly
- Gym Shoes
- Bathing Suit/Water Shoes
- Sunscreen (and bug spray if preferred)
- Backpack with labeled extra clothes and labeled towel
- \*Fours and Fives Camp should pack a **nut-free** lunch in a labeled, reusable lunchbox as well\*

### Sample Schedules

#### *Two Year Old Camp*

10-10:15 Round Up  
10:15-11:15 Theme activities/Art/Free Play  
11:15-11:30 Park/Large Motor Room

#### *Three Year Old Camp*

9:30-9:45 Drop Off  
9:45-10 Round Up  
10-11 Theme activities/art  
11-11:25 Park  
11:25-11:50 Water Play  
  
11:50-12:00 Announcements/Pack Up  
  
12 Dismissal

#### *Four and Five Year Old Camp*

9-9:15 Drop Off  
9:15-9:30 Round Up/ Songs/Theme (Counselors choose 2 songs and introduce theme at beginning of the week)  
9:30-10 Station 1  
10-10:30 Station 2  
10:30-11 Station 3  
11-11:30 Lunch  
11:30-12 Station 4  
12-12:45 Water play  
12:45-1 Announcements/Pack Up  
1pm Dismissal

Station 1: group game (Counselors pick/prep)

Station 2: park

Station 3: theme activity/art (supervisors pick/prep)

Station 4: free play in room

### Program Supervisors

- Two Year Old Camp: Julie Tchnar
- Three Year Old Camp: Kathleen Hoyland
- Four and Five Year Old Camp: Sarah Heuser and Taylor Clayson (Assistant Supervisor)

### Meet And Greet:

We hope you can join us to meet the counselors and see the classroom on Friday, June 7th.

- Enrolled in M/W, MWF, M-F: 10 – 10:45 am
- Enrolled in Tue/Thu : 10:45-11:30am

We look forward to a wonderful summer!

Keri Isacovici, Recreation Supervisor

847.850.2111

[keri@bgparks.org](mailto:keri@bgparks.org)

Colleen Torf, Program Coordinator

847.850-2131

[preschool@bgparks.org](mailto:preschool@bgparks.org)