

ATTENTION: OPEN HOUSE

Wednesday, June 7, 5:30-7:00p.m. at the Takiff Center

Sun Fun Day Camp



A Kids' Place for Summer Fun
2017



Inside you will find an introduction to our camp philosophy, structure and purpose. Hopefully, it will answer your questions concerning the details of the day-to-day activities at camp. As always, we strive to provide a safe, fun, and meaningful camp experience for everyone.

Park District Office Hours

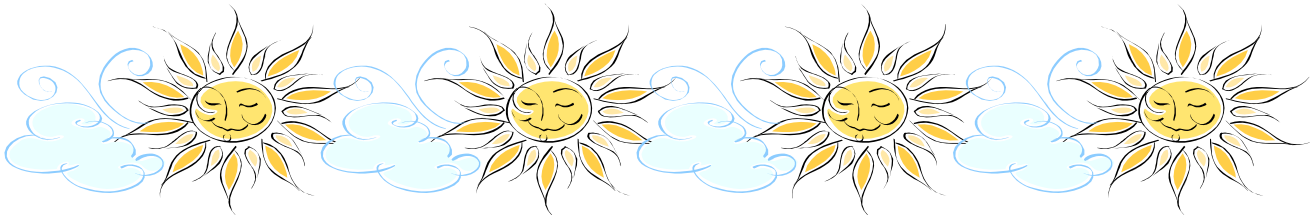
Monday – Friday

8:30 a.m. – 5:00 p.m.

Program Manager: Stephani Briskman- (847) 835-7536

Email: Sbriskman@glencoe park district.com

Park District Office: (847) 835-3030



NEW! Parent Orientation

PARENT ORIENTATION WEDNESDAY, JUNE 7, 5:00-5:30 P.M. AT THE TAKIFF CENTER'S COMMUNITY ROOM.

Prior to camp starting, please join us for an informative meeting about Sun Fun's summer programming. Please take a few minutes to review the enclosed parent manual. Staff will go over camp policies and procedures to help you get ready for summer 2017!

Open House

CAMP OPEN HOUSE WEDNESDAY, June 7, 5:30-7:00 P.M. AT THE TAKIFF CENTER'S GYMNASIUM.

Prior to the open house, please take a few minutes to review the enclosed Sun Fun Parent Manual. Parents and campers are invited to drop in any time between 5:30 and 7:00 p.m. to meet camp staff, ask questions, pick up T-shirts and group lists. **T-shirts and group lists may only be picked up if all camp paperwork has been submitted.** Parents who are unable to attend the open house may pick up group lists at the Takiff Center main desk beginning June 8 at 9:00 a.m. **T-shirts and group lists may only be picked up if all camp paperwork has been submitted.**

Sun Fun Day Camp...

Sun Fun Day Camp provides K through 3rd graders with numerous recreation activities such as crafts, music, sports, drama, art and beach activities, just to name a few. The camp will enhance your child's ability to relate to others in a group experience, have fun, and develop social relationships in an atmosphere of friendly adult guidance. Sun Fun also teaches campers the principles of sharing, consideration and cooperation skills that are essential to group activities.

Camp Hours: 8:45 a.m. – 3:00 p.m.

Location: Takiff Center
999 Green Bay Road
Glencoe, IL 60022



Missing/ Leaving Camp/or Change in Pick-up...

If your child needs to leave camp early or you have a scheduled late arrival, please send a note in advance to his/her counselor or send an email to sunfun@glencoe parkdistrict.com. **If your child has a change in pick up, parents must send an email by 12:00PM that day.** This will allow enough time to coordinate. In case of an emergency, parents may call the Director's cell phone number after 12:00 p.m. for changes.



Morning Drop-Off & Afternoon Pick-Up...

Morning Drop-Off: Please do not send your child to camp before 8:45 a.m. There will be NO supervision until this time. If you are dropping off, please drop off at Park 7N, at the corner of Franklin Road and Maple Hill Road (see attached map). Cars that are a part of the drop-off line should keep their hazard warning flashers on to identify themselves to camp staff. Counselors will unload cars and greet the children. Campers will meet at Park 7N and will walk in groups to their camp location.

In the event of severe weather, drop-off and pick-up for Sun Fun and Camp Adventure will take place in the back lot at the Takiff Center. Parents will be notified by 7:30 AM via email if drop-off is moved to the Takiff Center.

Afternoon Pick-Up: Each family will receive a name card that should be shown visibly in the car windshield during the car line dismissal process. Cars that do not have a name card displayed will be asked to show identification. Please put your emergency flashers on while waiting in carline. **Name cards are required and will be given out at the Camp Open House.** Camp ends at 3:00 p.m. and dismissal will begin promptly at 3:00 p.m. at Park 7N. Cars that are part of the pick-up line should keep their hazard warning flashers on to identify themselves to camp staff. Parents will be notified by 2:00

PM via email if pick-up is moved to the Takiff Center. Be sure to complete the pickup information and authorization part on the camper information form. List persons authorized to pick up your child on a regular basis. If you wish to have additional authorized persons added, please request a Pickup Authorization Form from the directors or email sunfun@glencoe parkdistrict.com.

First Week of Drop-Off/Pick-Up: Please be patient and consider carpooling. If you wish, you may park your car and walk your child to the drop off location.

Walkers...

If your child has permission to walk home without a parent, please be sure to note this on the Camper Information Form and what days your child will walk home. A counselor will walk your child across Green Bay Road or the railroad tracks on Maple Hill Road, if needed.



Bike Riders...

Bike racks will be located at Park 7N. There will be a crossing guard at the crosswalk on Green Bay Road and at the train tracks. **If your child has permission to ride his/her bike home without a parent, please be sure to note this on the Camper Information Form. A counselor will then walk your child across Green Bay Road or the railroad tracks on Maple Hill Road, if needed. Bike helmets are required for your child.**

Before and After Camp Care:

AM Extended Day: Please walk your child to Community Room 4 for morning camp care.

PM Extended Day: Pick up your child from Community Room 4 for after camp care.

Clothing – Please Label Everything!

Children should wear jeans or shorts, T-shirts or tank tops, socks and gym shoes. We ask that the children refrain from wearing good clothes to camp as it may hinder their participation in some activities. Many activities involve running. Please have your camper wear, gym shoes, not sandals, each day. Please label bathing suits, towels, water bottles, jackets and sweaters to help us determine what goes where! Sun Fun Lost and Found will be in the hallway near the Multi-Purpose Room. Please send your child to camp with a backpack each day to hold their belongings.

Sunscreen...

Please apply sunscreen to your child each day **before** camp. Please also send an extra bottle of sunscreen labeled with your child's first and last name to keep in his/her backpack at camp. If you wish to have Sun Fun staff apply sunscreen to your child, please complete and return the Sunscreen Application Form to the Glencoe Park District before June 7.

T-Shirts...

Each camper will receive three Sun Fun Camp T-shirts. We will make every effort to see that your child receives the proper size. However, since the T-shirts are mass ordered before camp begins, this may not always be possible. Please make sure your child wears this T-shirt on trips. **Please label the T-shirt with your child's name.**

Lunch...

Children should bring a sack lunch each day unless noted otherwise on the camp schedule. Complete supervision is provided during the lunch period. Water is provided to all campers when eating lunch at camp. Water will also be provided on beach days. Drinks will not be provided on other field trips. Lunches will be refrigerated except on field trips and beach days.

Beach Day... In case of rain, the camp will meet indoors at the Takiff Center. Fun gym activities, group games and/or art projects will be planned. If the weather is questionable, please send your child prepared to go to the beach and/or water park. A final judgment/assessment of the weather may be made after the children arrive at camp.

We will start walking to the beach between 9:15 – 9:30 a.m. Counselors are trained to be safety conscious and gauge their pace according to that of the campers. Water will be provided at the beach. Lunches are kept inside, out of the sun, but will not be



refrigerated on this day. **Please** email Sun Fun Directors before 9:00 a.m. or send a note if your child will be dropped off late or picked up early from the beach.

Walking Route:

Campers and counselors will walk south on inner Green Bay Road to Park Avenue. They will turn east on Park Avenue and cross Sheridan Road at the traffic light. They will proceed on Park to the beach. Counselors and campers will walk down the bluff and set up their belongings by the picnic benches in the trellis area. Swim time will begin at approximately 10:30 a.m., after sunscreen has been applied.

All children should wear their bathing suits and comfortable walking shoes to camp and bring beach shoes, a towel, **sunscreen** and a lunch in a backpack. **Please label everything clearly!** Sunscreen will be applied upon our arrival at the beach and then again at lunch time. Please complete and return your child's Sunscreen Application Form to the Glencoe Park District by June 10. We will have the "buddy system" at the beach and campers and counselors will also wear wristbands for identification, as added safety measures. Sun Fun campers are also required to stay within a certain section of the beach. In addition to the beach lifeguards, Sun Fun counselors will be closely supervising the campers both on the beach and in the water.

After 9:15 a.m., there will be no supervision at the Takiff Center on Beach Days. If you would like to drive your child to the beach, he/she should be dropped off at the beach at 10:15 a.m. Please find your child's counselor and let him/her know your child has

arrived. **Please** email sunfun@glencoe parkdistrict.com before 9:30 a.m. to notify us if you plan to drop your child off at the beach or if you plan to pick him/her up early from the beach. Supervision will not be provided at the beach before our arrival. We will provide a bus shuttle for the return trip back to the Takiff Center on beach days.



Rain...

In case of rain, camp will meet indoors utilizing the Takiff Center. Counselors and the Directors will plan a variety of rainy day activities, including small group and all camp projects and games. If there is rain at the time of drop off a change of location will be determined by 7:30am and emailed to parents. If there is rain at the time of pick up a change of location will be determined by 2:00pm and emailed to parents.

Parent Communication...

Information on special events and field trips as well as information and reminders will be included in weekly e-mails. Please make sure an updated e-mail address is on file with the Park District. Let us know if you would like communication to be sent to an additional e-mail address as well. Remember to check your e-mail daily for updates from the Directors.

Special Events...

Special events will be held frequently during the course of camp. If special equipment, clothing or costumes need to be brought from home, information will be e-mailed to parents in advance. The calendar also outlines many of the special events.

Cookouts & Pizza Days...

There are pizza and cookout days! On cookout days, the Park District will provide each child with a hot dog, bun, chips, condiments, and water. On pizza day, the Park District will provide pizza and water. Please supplement your child's lunch if you would like your child to have additional food or drink.



Sun Fun Pajama Jam (All Sun Fun Campers)...

We will be offering **2** overnight options for our campers! **Friday, July 7** will be our all Sun Fun over-nighter for first session! **Friday, July 21** will be our all Sun Fun over-nighter for second session! Both will take place at the Takiff Center. All campers should attend camp on Friday and come prepared for the overnight. Children should bring a sleeping bag, pillow, pajamas, change of clothes, toothbrush and other essentials. A field trip, dinner, movie, snack and fun activities are scheduled Friday evening. Please do not send your child with his/her own snack (i.e. no popcorn, potato chips or candy). Breakfast will be provided on Saturday morning. All campers who attend

should plan on staying for the whole event (“under-nighters” should be coordinated with the Camp Directors).

Under-nighters will participate in the field trip, dinner, and activity. Under-nighter campers should be picked up at Takiff Center at 8:00 p.m. Over-nighter campers should be picked up at 9:00 a.m. on Saturday morning at the Takiff Center.

Fourth of July...

July 4th falls on a Tuesday this year. Sun Fun campers will have the opportunity to march in the Glencoe parade wearing their camp T-shirts. Campers will meet on the south side of the tennis courts at Central School. Parents should pick up their children after the parade in front of the Glencoe Library. Look to the Sun Fun Newsletter for details.

Field Trips...

All children must be at camp promptly (no later than 9:00 a.m.) on field trip days. The buses will not wait for late arrivers. **All campers should wear their Sun Fun Day Camp T-shirts.** Campers and counselors will also wear wristbands for identification. Children should bring a sack lunch with their name clearly marked on the outside unless noted otherwise on the calendar or by email. All general admission fees are paid in full by the Park District. Drinks will not be provided on field trips unless otherwise specified in the Sun Fun emails.

For the majority of our field trips, we ask that you do not send money with your child. Children may only bring money when indicated by the Camp Directors on specific field trip days in an email. On these trips, please do not send your child with more than \$5.00 for snacks and/or souvenirs. **This money should not be used to buy lunches.** If a field trip should be cancelled due to weather, you child will not have the ability to purchase a lunch while on site at Takiff. We ask that you please set aside time before the field trips so that you and your child may discuss in advance items that you feel are appropriate for purchase. It will be the child’s responsibility to select the items he/she wishes to purchase on the trip. Siblings will not be allowed on field trips, as buses can only accommodate registered campers.

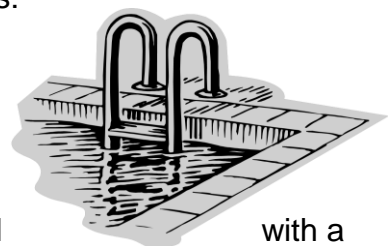
Swim Lessons...

As part of camp, we will take each grade swimming once a week at the Highland Park Recreation Center. Swim lessons will start Monday, June 22nd. Park District of Highland Park swim instructors will provide a half hour swim lesson. This will be followed by a half hour free swim. The schedule is as follows:

Mondays P.M.	1st Grade
Wednesdays P.M.	2nd Grade
Thursdays P.M.	3rd Grade

Waterparks...

For swim lessons and the water park, please send your child with a swimsuit, towel, and sunscreen on the appropriate days. For all day water park trips, please send your child to camp wearing his/her bathing suit. Campers and counselors



will wear wristbands for identification. Sun Fun staff is required to be in and around the pool supervising campers at all times. A Water Park Permission Slip is attached to this email which indicates whether or not your child has permission to swim in the deep end and use the deep end slide at the water parks. With your permission, your child will be issued a special colored wristband which will be required by Sun Fun staff to enter the deep end. However, **many of the water parks have their own swim tests and we will oblige by the results they give your child.** Children using the deep end or deep end slide must be proficient swimmers. Sun Fun staff will be positioned at the entrance of the stairs of the deep end slide to monitor wristbands. Campers will be partnered with someone that has the same color wristband.



Bus Transportation...

For safety reasons, all children attending swim lessons, the water park and other field trips must ride the bus both ways. Please do not drop your child off late or pick them up early from swim lessons, the water park and other field trip destinations. We appreciate your support with this safety measure.

It is the policy of the Glencoe Park District that all buses utilized to transport participants be equipped with safety restraints. We would appreciate your cooperation in discussing the importance of wearing a seatbelt with your child. Counselors will assist the campers with fastening their seatbelts, as needed.

The Glencoe Park District 15 passenger bus is exempt from requiring children to have a car seat/booster seat, due to its weight, for compliance with the Illinois Vehicle Code, Child Passenger Protection Act. However parents can provide the Park District with a child restraint system any time we transport a child under 8 years of age in a Glencoe Park District bus.

Sun Fun P.M. Campers...

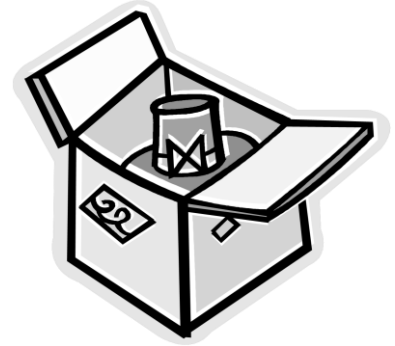
All P.M. campers are welcome to attend the full day on the first day of camp on Monday, June 19 if they wish! Bus transportation from summer school is provided and included in the P.M. camp fee. Bus transportation is provided from Central School to camp. There will be two bus monitor counselors on the bus to take attendance and supervise the shuttle. On days campers are off site the bus will bring them to the field trip locations. On days that camp is on site, the P.M. campers will be dropped off at the Takiff Center during lunch time and join their groups for lunch or eat lunch as a group. Sun Fun P.M. campers will be placed in groups with full-day campers. In the event of an all-day field trip, P.M. campers should decide between attending summer school or camp. There will not be bus transportation from school to the field trip on an all-day field trip. P.M. campers are welcome to join us for the field trip or we will look forward to seeing them at Takiff upon our return from the field trip. **All campers must ride the bus both ways to and from field trip destinations. Therefore, campers may not be dropped off in the afternoon at the field trip destination.**



On Friday Beach Days, Sun Fun P.M. campers and the bus monitor counselors will be dropped off by the bus at the Park Avenue beach entrance. If you wish to drop your child off at any other time, please walk him/her down to the trellis area and let your child's counselor know your child has arrived. For your child's safety, we ask that you seek out your child's counselors or the Directors after walking your child down to the beach to ensure that our staff is aware of your child's arrival.

Lost and Found...

Sun Fun Lost and Found will be located in the hallway near the Multi-Purpose Room. Please instruct your child to look for his/her belongings. Labeled items are more easily recovered! All unclaimed lost and found items will be disposed of or donated after camp ends.



Parents' Night...

We will be having a Sun Fun and Camp Adventure family picnic and sing-a-long outdoors in the field on **Thursday, August 10 at**

Kalk Park. Families are welcome to bring a picnic dinner and blanket.

We'll meet at 6:00 p.m. Each camp group will perform for all of their family and friends. With the sound system set up, each group will present their own original song and/or dance. Without a doubt, this night

is a good time for all! Lost and found will also be displayed. We hope to see everyone there 😊

(If there is a chance of inclement weather we will relocate to the Takiff Center Gymnasium)



Mark your calendars now! You don't want to miss this final goodbye!