

**Park District of Franklin Park  
Parent Manual  
2025**



847-455-2852 | [www.fpparks.org](http://www.fpparks.org)

**Our Staff:** Teen Camp prides itself on reliable, knowledgeable and mature staff. All staff are trained and certified in CPR, First Aid and AED through Jeff Ellis & Associates. Staff attend a week-long orientation, learning training topics recommended by the Park District Risk Management Association (PDRMA).

- Site Supervisor | 708-466-6191 or [teencamp@fpparks.org](mailto:teencamp@fpparks.org)
- *Sabrina Rivera*, Program Manager | 847-451-8136 or [srivera@fpparks.org](mailto:srivera@fpparks.org)
- *Liz Visteen*, Superintendent of Recreation | 847-451-8135 or [lvisteen@fpparks.org](mailto:lvisteen@fpparks.org)

### Camp Locations

Community Center, 9560 Franklin Ave  
Cypress Room

**Participant Clothing and Personal Belongings:** Campers should wear comfortable, durable play clothing appropriate for camp and weather conditions. We recommend a t-shirt and shorts. Children must wear gym shoes to participate in various activities. Please do not send your child in sandals; the shoes become a safety issue with our outdoor activities. Each day, please send your camper with a water bottle, lunch, towel, swim apparel, and an extra set of clothes.

**Personal Items:** Your child should only be bringing their lunch, water bottle, swim apparel, and any medication if needed. The use of cellphones are allowed at camp, but can be limited or asked to be put away by staff. Teen campers are responsible for keeping track of their belongings.

**Sunscreen:** Participants are asked to wear sunscreen with a minimum SPF 15 on a daily basis. Staff are not allowed to apply sunscreen on any camper unless it is an aerosol sunscreen. Please provide your child with an aerosol sunscreen in their backpack, so counselors can assist with spraying. **Apply sunscreen before the start of each day.**

**Lost and Found:** If your camper loses an item please let a counselor know immediately. All lost items will be kept at each location until claimed.

**Bikes/Skateboards/Rollerblades:** Campers may use bikes, skateboards and roller blades as means of transportation to and from camp, but these items are not allowed to be used during camp hours unless cleared by a Camp Manager.

**Participant Meals:** Please make sure your camper eats a full, nutritious breakfast. They eat lunch at approximately 11:00-11:30 a.m. everyday. Keep in mind that children do not have access to a microwave to reheat food at camp. If your camper is registered for Before & After

## Sessions

Session I: May 28-June 6

Session II: June 9-June 20

Session III: June 23-July 3 (No Camp July 4)

Session IV: July 7-July 18

Session V: Jul 21-Aug 1

Mini Session: Aug 4-Aug 8

## Weekly Schedules\*

*\*A calendar will be provided on the first day of each session so you are aware of special days or field trips. This is just a sample for non-field trip days. Counselors customize the schedule according to each groups' preferences.*

### **An Average Day at Teen Camp**

7:00 a.m.: Before Camp begins at North Park. Campers participate in before camp activities with staff.

8:45 a.m.: Teen campers are shuttled to the Community Center.

9:00 a.m.: Teen campers sign themselves in.

9:15-11:30 a.m.: All campers participate in morning activities.

11:30 a.m.: Counselors and campers eat lunch.

12:00 p.m.: Campers walk to the pool.

2:00 p.m.: Campers leave pool and walk back to the Community Center.

3:00 p.m.: Campers sign themselves out and After Camp gets shuttled to North Park.

6:00 p.m.: After Camp concludes.

**Pool Procedures:** We ask participants to bring swim apparel because campers visit the pool everyday. We walk to and from the pool, but during inclement weather we remain at our camp locations. Pool staff will test campers swim ability and issue a wristband that allows them to specific areas of the pool.

Green = Entire Pool

Blue = No Deep End

Orange = No water/drop slides or diving boards

Red = Zero Depth Only

Be sure to send a swimsuit, a towel, and a plastic bag to store the wet swimsuit in. Your child should bring sunscreen and apply it throughout the day. We are not responsible for lost or stolen items.

**Field Trips:** Campers attend a field trip at least once a week. Some field trips require additional waivers that will be sent out to parents. Field trip permission forms must be signed by a parent in order for camper to attend. Those without signed slips are unable to attend the field trip. Camp shirts must be worn on field trip days. Those without their shirts will be given a new one, and a \$10 fee will be charged to your account. Shirts can't be returned for a refund. All field trips are transported by school bus, Park District mini coach bus or public transportation.

If your child is not attending the field trip, please do not bring them to camp that day. Field trips leave at a specific time so please be sure to drop off your child on time. Parents are not permitted to drop off or pick up children from field trips. If campers are running late from a field trip, campers will notify their parents.

**Poor Weather:** Teen Camp meets rain or shine. On days of severe weather, the program will be held inside at the Community Center.

**Camper Emergency Form:** Camper forms will now be completed electronically via e-PACT. A link to complete forms will be sent by May 1 and it must be completed 24 hours prior to the first day of camp. If camper requires medication, a Medical Dispensing Waiver form must be completed one week prior to camp beginning. This form will be included in e-PACT.

**Medication:** Please provide us with the prescribed medicine. It will be stored at the designated program site. Inhalers and Epi-Pens will be kept by the camp staff. Please include any instructions on the Permission to Dispense Medication Form. If your child has an allergy which requires medication please complete the Food Allergy & Anaphylaxis. An individual log is kept detailing the time, date, dosage, and frequency. Emergency Care Plan form. An individual log is kept detailing the time, date, dosage, and frequency.

**Code of Conduct:** Participants must follow our Code of Conduct/Behavior Management Guidelines to maintain a safe and enjoyable environment. There are occasions when, in the best interest of the program and the safety of others, the Park District must dismiss an unmanageable child.

The following discipline policy has been adopted for this program. Following the initial encounter of problematic behavior, the counselor, lead staff member, or program manager will contact the parent(s)/guardian(s). Parent(s)/guardian(s) will be notified about each incident. The first incident results in a verbal (documented) warning. The second warning is that the child will be suspended for one program day. No refund will be issued for said suspension. After the third warning, the child will be dismissed from the program. However, depending on the severity of the offense, a participant may be dismissed before receiving three warnings. The following infractions will activate the discipline system:

**1. Harming one's self such as, but not limited to:**

- Leaving designated grounds without permission
- Leaving designated group without permission
- Physical harm to self

**2. Harming others such as, but not limited to:**

- Fighting, hitting, or kicking others
- Throwing objects at or near others
- Profanity
- Showing disrespect to other participants and staff
- Harassment, bullying, or discrimination
- Inappropriate touching
- Other aggressive behavior

### 3. Property damage:

- Vandalism
- Actions resulting in damage to property
- Breaking, damaging, or destroying property

*NOTE: Parent/Guardian of program participants will be responsible for ANY damages caused by their child.*

### 4. Others

- Possession, use, or transfer of alcohol, illegal drugs, tobacco, or tobacco products (matches and lighters).
- Any threat of bodily harm to others
- Bringing any weapons to the program
- Any proven or confessed theft

**Parent Behavior:** If a parent or guardian intimidates, threatens, or harms their child, another child, a staff member, another parent/guardian, or damages Park District property, he/she will be subject to suspension from Park District property under the Park District Control Ordinance. The length of suspension depends on the violation.

**Consequences:** When any acts of misconduct occur, camp staff shall take reasonable steps to reduce the risks of misconduct. Prompt resolution will be sought to each individual situation. If the risks cannot be eliminated by the use of accommodations, consequences may result. Such action may include:

- Removing the participant from the activity for a short time and parent notification.
- Removing the participant from the activity for the remainder of the day or the next camp day and a mandatory meeting with a camp manager, parent and camper.
- Suspension from camp for the remainder of the program season. Whenever the above consequences are implemented, staff will advise the participant's family of the actions.

Staff will consider alternatives to removing the individual from the program while still addressing the safety concerns.

**Absences:** In the event that your child is absent from camp, let us know not to expect them. Please contact the Camp Manager.

**Illness:** For the protection of all participants and staff, and for the comfort of your child please keep your child home if he/she has any of the following symptoms: wet cough, fever, diarrhea, vomiting, rash, thick nasal discharge or discharging eyes or ears (i.e. Conjunctivitis), except for a sty, and lice. **Your child must be free of fever, diarrhea, or vomiting for a full 24 hours without medication before returning to a Park District program.**

**Sign In and Out:** Teen campers sign themselves in and out.

**Before or After Camp:** Before-Camp is from 7:00-8:45 a.m. and After-Camp is from 3:00-6:00 p.m. Campers are shuttled to and from North Park.