

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



847-455-2852 | www.fpparks.org

Purpose: Discovery Camp offers a fun, safe and organized camp with open communication between parents, campers, and staff.

Our Staff: Discovery Day 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).

- **Menard Dionido**, Camp Manager | 708-466-6691
- **Yahaira Torres** Assistant Camp Manager | 708-288-1644
- **Sabrina Rivera**, Program Manager | 847-451-8136 or srivera@fpparks.org
- **Liz Visteen**, Superintendent of Recreation | 847-451-8135 or lvisteen@fpparks.org

Camp Locations

Centre at North Park, 10040 Addison Avenue: Pre-K to 5th Grade

Camp Phone Numbers

Manager: 708-466-6691

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. Labeling clothing is strongly recommended to keep lost items to a minimum. Clothing worn to camp become dirty as the campers play, complete their art projects and explore the outdoors. 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 not bring any toys, games, electronics, or other personal items from home. Your child should only be bringing their lunch, water bottle, swim apparel, and any medication if needed. **Electronic devices are NOT allowed at camp.**

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 rollerblades 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 Camp, please send them with a snack. Snack time is approximately 3:30 p.m.

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 2-July 18

Session V: July 21 - Aug 1

Mini Session I: Aug 4-August 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 the day. Counselors customize the schedule according to each groups' preferences.*

An Average Day at Discovery Camp

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

8:45 a.m.: Campers go to their group area and play a game, or socialize while regular campers arrive.

9:00 a.m.: All campers participate in morning activities.

11:00 a.m.: Counselors and campers eat lunch.

11:30 a.m.: Grade Pre-K-2 leave for the pool; Grades 3-5 eat lunch or participate in activities.

12:00 p.m.: Grades Pre-K-2 swim at the pool.

1:15 p.m.: Grades Pre-K-2 leave the pool, Grades 3-5 arrive at the pool.

2:45 pm: Campers prepare for pick up @ 3 p.m.

3:15 pm: After-Camp begins. Campers participate in after camp activities and may eat a snack.

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

Grades Pre K-2 visit the pool from 12:00-1:15 p.m.

Grades 3-5 visit the pool from 1:15-2:15 p.m.

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. 5-day campers can register for swim lessons offered during day camp. Counselors walk the group to the pool each day, and they eat their lunch after lessons are done.

Field Trips: Campers attend a field trip once per session. 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. Some field trips require additional waivers that will be available on e-PACT. 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. Please note that 3rd grade will be joining the 4th & 5th graders on their field trips. *3rd graders must be dropped off and picked up at North School on field trip days. 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.*

Poor Weather: Discovery Camp meets rain or shine. On days of severe weather, the program will be held inside at each location's designated gyms or classrooms.

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, Permission to Dispense Medication 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 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 designated location phone number or contact the Day Camp Manager. Please make sure that anyone picking up your camper is on the e-PACT consent form. In an emergency if someone picking up your camper that is not on the consent form, please notify a camp manager or group leader.

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: Parents/Guardians must sign campers in and out. Parents drop off their child at the designated drop off zone. At 9:00 AM a counselor will greet your child and escort them to their group. All parents/guardians are given two pick-up cards on their camper's first day. Along with the pick-up card, you must have a valid picture ID.

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.

Late Pick Up: If you are late to pick up your child, you will be charged **\$1 per minute per child**. Exceptions are made for those who are picking up from multiple camp locations. The first late pick up will be a warning. After that, you will be charged the late pick up fee.

Drop Off and Pick Up Locations: Please remember to have your pick up card and ID ready when picking up your child. Individuals picking up a camper must be ages 16 and older. Campers ages 10 & up may sign themselves in and out of camp with parent permission.

**DROF OFF
& PICK UP MAP**
**Address: 10040
Addison Ave**

