

Camp Kata Kani Day Camp 2009

Dear Parents/Guardians;

Welcome to Camp Kata Kani! On behalf of Camp Fire USA Illinois Prairie Council, we would like to welcome you and your child(ren) to Day Camp! We are looking forward to a fantastic summer filled with exciting activities. Enclosed are some of the policies and camp procedures that we are asking you to review and follow. **ALSO, PLEASE SIGN THE ENCLOSED ACCEPTANCE FORM, ACKNOWLEDGING THAT YOU HAVE READ & WILL FOLLOW THESE POLICIES.** If you have any questions or concerns about the policies and/or procedures, please contact the Camp Fire USA office at (630) 629-5160.

We invite you to attend our new mini-camp Play Day at Camp Kata Kani on Saturday May 30, 2009, from 11:00 a.m. until 2:00 p.m. This event is for all registered campers and their families, as well as anyone who wants to see what Camp Kata Kani day camp is all about. Counselors will help you experience day camp first hand. Please note that parents must attend with children! Please RSVP by Wednesday, May 27th at info@campfireusa-illinois.org, or call (630) 629-5160.

You may bring the completed acknowledgement form; health form; authorized pick-up form; and photograph, sunscreen/insect repellent, and first-aid waivers with you if you attend our mini day camp. If you will not be attending this even, please mail these forms to the office as soon as possible. We must have all completed forms on file before the start of camp, or your child(ren) will not be admitted to camp.

Looking forward to seeing you,

Holly

Holly Anderson
Day Camp Director

Camp Hours, Drop Off & Pick Up Times:

Before Care hours are 7:00 a.m. – 9:00 a.m.

Camp Hours are 9:00 a.m. – 4:00 p.m.

Drop off time is 8:45 a.m. – 9:00 a.m.

Pick up time is 4:00 p.m. – 4:15 p.m.

After Care hours are 4:00 p.m. – 6:00 p.m.

Please do not drop off campers earlier than 8:45 a.m. if your child is not in Before Care. Please pick up campers no later than 4:15 p.m. if your child is not in After Care. Should you drop off your child too early or fail to pick your child up during the designated times, **there will be a charge of \$1.00 per minute.**

Before Care starts at 7:00 a.m. and ends when the camp day begins at 9:00 a.m. After Care starts at 4:00 and ends at 6:00 p.m. This service is an additional cost of \$70.00 per week for Before and After Care. If you wish to have your child in only Before or After Care, the cost is \$40.00 per week.

Parents need to sign the sign-in and sign-out sheet every day for campers enrolled in Before Care and/or After Care.

Drop Off/Pick-Up Procedures:

Our parking lot at camp is very small. In order to ensure the safety of campers, parents, and staff, we ask that you **do not** pull into the parking lot or driveway to drop off your child, unless you are dropping off for Before Care or picking up for After Care. Instead we require that you drive down to the Hidden Lakes Trout Farm, turn around, and drive up the hill to the camp driveway. There will be a staff member waiting at the gate.

The pick-up procedure will be the same. Please go down to the Bolingbrook Park District Trout Farm property and turn around. Campers will be at the gate with our staff to ensure safety. Please wait in line with the other cars, and please STAY in your vehicle.

Campers may not walk, ride bikes, skateboards, or roller-skate to or from camp alone. Campers must be dropped off and picked up by an authorized adult.

Car Passes:

On their first day of camp, each family will receive car passes. A pass should be placed on the dashboard of each authorized vehicle so it can be read from outside the vehicle. You must have this pass in order to pick up your child from camp. If a person arrives at camp and attempts to pick up a child without a car pass, their name must appear on the authorized pick up list, and they will be required to show a photo ID.

Payment and Cancellation Policies:

Your deposit of \$25.00 reserves a space for the camper. An invoice for weekly camp fees will be mailed to you. All camp fees are due **one week in advance of the first day of each weekly session**, or the camper may be dropped from that week. Any camp fees received after the “one week prior” date will result in loss of deposit. All transactions must be handled through the Illinois Prairie Council office at (630) 629-5160. We accept checks, money orders, MasterCard, Visa, Discover, and American Express. **Payments cannot be accepted at Camp Kata Kani.** There is a \$20 service fee, plus any fees charged to us by the bank, for returned checks. Cancellations must be made one full week prior to the first day of the session for any prepaid fees to be refunded.

Health Information Form:

Enclosed is a health form that needs to be completed and sent back to the camp office prior to the first day of camp, or brought to the Play Day. This form is mandatory. **Your child will not be permitted to be at camp without this completed form.** All campers should be in good health.

Also enclosed is a waiver giving the certified staff of Camp Kata Kani permission to perform basic first aid on your child should they become injured. There is also a form for you to sign giving the staff permission to apply sunscreen and insect repellent to your child. These forms can be sent to the office or brought to the Play Day on May 30th.

Campers need to bring their own sunscreen/bug spray with their name on it.

Medication Policy:

If your child requires medication during camp hours, please comply with the following: **all medication must be in the original container. Along with medication, we require: detailed written administration instructions with time, dosage, side effects, and your permission for camp staff to administer the drug.** Please include the phone number of the doctor who prescribed the medication.

If your child has an allergy that may require the use of an **Epi-Pen** you must indicate this on the Health Form. You will need to fill out an additional form concerning the administration of your child's Epi-Pen. **Your child will not be permitted to attend camp if he/she does not have the Epi-Pen with him/her.**

Medications must be turned in to either the Camp Director or the Assistant Director. We do not have a nurse on duty; therefore, we ask that vitamins and other non-essential medications be kept at home.

Illness:

Your child's well-being, and the health of others, is very important to us. Therefore we ask that you **do not** send a child to camp if they are not feeling well. If your child will not be attending camp, please call the Camp Director at 630/759-9723 to report the absence.

Should your child become ill at camp, you (or other emergency contact provided on the Health Form) will be called and required to pick up the child. We do not have a nurse on duty.

Safety:

Your child's safety is our number one priority while they are at camp.

- All camp staff will be certified to administer First Aid and CPR.
- No pocketknives should be brought to camp. If we do an activity where we need to use them, we will provide all of the materials.
- No cell phones, headphones, radios, electronic games, or toys should be brought to camp. We cannot be responsible for those items, and they may distract campers or staff from the program being facilitated.
- Campers may not walk, ride bikes, skateboards, or roller-skate to or from camp alone. Campers must be dropped off and picked up by an authorized adult.
- **Please remember** – If a person arrives at camp and attempts to pick up your child without a car pass, their name must appear on the authorized pick up list. They also must show a photo ID. If any person who is not authorized attempts to pick up your child, you and the authorities will be notified.

Lunches:

Campers must bring a sack lunch everyday and one healthy snack for morning snack time. We will provide an afternoon snack for your child. Please use ice packs if camper's lunches need to be kept cool, as we do not have the resources to refrigerate lunches. Also, campers will not have access to a microwave for their lunches. We ask that campers bring water or juice with their lunches; **NOT SODA POP**. During warm weather, if campers don't drink lots of water, they will become dehydrated. **Soda pop will not be allowed at camp!**

We will have a cookout every week. On this day, you do not need to send lunch with your child, unless they do not like what we will be having. You will receive prior notification of when we will be having cookouts. On cookout days, campers should be sent to camp with a morning snack and, as always, a filled water bottle.

Behavior Policy:

Staff at Camp Kata Kani use methods of positive reinforcement. Children are encouraged to participate in all activities, and are redirected to a more positive way of speaking and/or behaving, when necessary.

Should an incident occur where behavior is a problem, staff will notify the Director or Assistant Director. This will be discussed with the person that picks up the child. If the problem persists during the course of the day, parents/guardians will be contacted and asked to pick up their child early.

Camp Fire promotes cooperation, respect, helpfulness, and responsibility for one's actions. Behaviors that will not be tolerated include any foul and/or inappropriate language, negative comments, sexual language or touching of other campers, excessive inability to follow directions, disrespect or damage of property, and/or any physical confrontation with others.

1. Any off-task behavior displayed by campers will be directed in a positive and appropriate way. A counselor will also discuss the behavior with the camper.
2. After one redirection, the camper will speak with their counselor, away from the group, about positive choices.
3. If the behavior continues, or if similar behavior is displayed during an activity period, the child will sit out calmly and quietly, for a minimum of five minutes, until he/she can discuss with the counselor a way to proceed in a positive manner.
4. If the behavior continues to become excessive, distracting, or negative, or if it is something that is more severe, the counselor will bring the camper to the Director or Assistant Director for further discussion. The discussion will focus on the problem and the behavior, and will result in a behavior plan agreed upon by the Directors and the camper. The plan may be written out by the camper as a reminder of the discussion. The behavior and the plan will be discussed with the parent/guardian when the child is picked up at the end of the day.

***Please note that all behavior incidents will be recorded.**

Parent Visits:

Parents/guardians are welcome to come by camp and visit at any time during camp hours. We ask that you call the Camp Director at the camp, 630/759-9723, the day before to arrange the time, so that we can assure campers won't be out on a hike, or other activity, at the time.

We also would like to encourage parents/guardians to attend our **Grand Council Fire every Friday afternoon, starting at 2:45 p.m.** This is a time when campers are recognized for their weekly achievements with an award, and display their knowledge of camp songs. Activities during the Council Fire may include songs, drama skits, a talent show, and/or another presentation. When attending the Grand Council Fire we ask that you use the parking lots at the top or bottom of the hill. **Please do not attempt to park in the camp lot or on the road.**

Parent Visits (continued):

Please do not call the camp to speak to your child during the day. We do not want to tie up the phone line in the event of an emergency, or have the child miss part of an activity. **You may call the camp, 630/759-9723, in the event of an emergency, or to inform us about a camper's absence.**

What to Bring:

Please send your child to camp in appropriate clothing – hiking boots or gym shoes (**NO SANDALS OR FLIP-FLOPS!**), comfortable socks, **Camp Kata Kani T-shirt on field trip days**, shorts, and/or comfortable pants that can get dirty. Keep in mind that the cabin is not air-conditioned.

- Please send a swimsuit and towel daily. We will be playing water games throughout the week, especially on days when it is really hot outside.
- Send your camper with a complete change of clothes everyday.
- Bring a lunch, healthy morning snack, insect repellent, sunscreen, and a **filled** water bottle everyday. Please write your child's name on **EVERYTHING** that they bring to camp.
- A backpack or gym bag should be used by campers to hold lunches, extra clothing, etc... Be sure their name is on it.
- Please do not send campers with heavy coolers that they cannot carry. Sometimes groups go on a hike and eat their lunches along the way. Heavy coolers may prohibit your child from enjoying a lunch hike with their group.
- If your child may require the use of medication, including an emergency inhaler or Epi-Pen, they must bring their medication to camp everyday. Please see additional information in this packet under **Medication Policy**.
- **PARENTS: PLEASE REMEMBER THAT THIS IS AN OUTDOOR CAMP. YOUR CHILD WILL GET DIRTY THROUGHOUT THE DAY, ESPECIALLY ON RAINY DAYS. GETTING DIRTY AT CAMP IS PART OF THE FUN OF BEING A CAMPER!! IT MAY BE A GOOD IDEA FOR YOU TO KEEP EXTRA TOWELS IN YOUR VEHICLES THAT CAN BE USED TO COVER THE FLOORS AND SEATS SO THAT YOUR CAR STAYS CLEAN.**

Program Highlights:

Campers will receive information at the Open House and a weekly newsletter on the first day of each week of camp. This newsletter will include all special happenings and any extra materials that may be needed that week. Campers who did not attend the Open House will receive information on their first day of camp. T-shirts will be distributed to campers at the beginning of the week. Each camper will receive one t-shirt for the duration of the summer.

We will try our best to give the information, handouts, and car passes directly to the parents, but this is not always possible. ***Please check your child's backpack or gym bag at the end of each day.***

Camperships:

Camp Fire USA Illinois Prairie Council offers *limited* camp scholarships called “camperships.” Camperships *may be* made available based on a documented financial need. A Campership *may* cover up to 50% of the camp fees. Camperships **do not** apply to Before or After Care costs. Please contact the office at 630/629-5160 for an application. Apply early!

Child Care Assistance from IDHS:

Financial assistance *may* also be available for qualifying families from the State of Illinois Department of Human Resources. Contact Child Care Resource and Referral in Joliet at 800/641-4622 or 815/741-4622 for more information.

Note:

An eligible camper may receive assistance from IDHS **or** a Campership but **not** from both.