



# Camp Fire Illinois Prairie

## Summer Camp 2018

Parents/Guardians,

On behalf of Camp Fire Illinois Prairie, I would like to welcome you and your child(ren) to Camp Kata Kani and our 2018 Summer Day Camp. We are looking forward to a great summer season, filled with exciting activities that are sure to engage, entertain, and educate our campers.

Outlined below are the policies and procedures of Camp Kata Kani. We ask that you please read and review them. If you have any questions, please contact our office at 630-629-1560 or our Day Camp Director, Ryne Hanz, at 815-690-8692.

All registration forms are required to be completed and signed in order for your child to participate in camp this summer.

Ryne "Ranger" Hanz

Day Camp Director

# Camp Kata Kani Summer Day Camp 2018

## Parent Handbook

### Camper Ages

Our campers are divided into groups based on anticipated grade level entry for the 2018-19 school year.

**Trailseekers: Grades 1 & 2**

**Trailblazers: Grade 3 & 4**

**Leaders in Training: Grades 5 to 7**

**Counselors in Training (CIT): Grades 8 and up.**

Please note: The CIT leadership program will require an additional application. Campers not accepted to the CIT leadership program will remain enrolled as CIT.

### Camp Hours and Dates:

Camp Kata Kani will run from Monday June 11<sup>th</sup> to Friday Aug. 10<sup>th</sup> 2018.  
Camp Kata Kani operates from 9:00 AM to 4:00 PM Monday to Friday.

Optional before and after care programs are offered in addition to normal day camp schedules:

Before Care: 7:00 AM to 9:00 AM

After Care: 4:00 PM to 6:00 PM

Camp Kata Kani will be closed on Wednesday, July 4<sup>th</sup> in observance of the 4<sup>th</sup> of July holiday.

### Registration, Payments, Fees, and Cancellations:

#### **Registration**

Registration for Camp Kata Kani will be provided online by Trax Solutions. The link for Camp Fire Illinois Prairie is: [online.traxsolutions.com/campfire/ilprairie](http://online.traxsolutions.com/campfire/ilprairie)

Campers must be registered by 12:00 Noon the Wednesday prior to the start of a session. Any registration made after 12:01 PM will be subject to a \$10.00 late fee on Thursday or a \$15 expedited late fee on Friday. Late registrations will not be accepted after 11:59 PM on the Friday before the start of each session.

#### **Payments**

Payment is required in full prior to the start of each session. Failure of payment may result in the forfeiture of your child's spot in each session.

Payments may be made via the registration program, or by contacting the Camp Fire office. Camp Fire office accepts cash, checks, and credit cards. All Checks should be made payable to: Camp Fire Illinois Prairie

There will be a \$25.00 service fee for each returned check, in addition to any fees issued by your bank or financial institution.

Camp Kata Kani Director and Asst. Director may not accept session payments on site.

## **Fees**

Day Camp: \$120.00 per week (a one time \$5.00 processing fee is charged per year)

- The first session registered for includes a Camp Kata Kani T-shirt, to be used during all registered camp sessions on field trip days.

Before Care: \$45.00 per week

After Care: \$50.00 per week

Before and After Care combined: \$90.00 per week reflects a \$5.00 discount

Late Fees:

After Care campers not signed out by 6:05 PM - \$10.00/min per child  
Campers not signed out by 4:10 PM, unless enrolled in After Care PM - \$5.00/min per child

- Late fees are to be paid in full the day of incident, payable by cash, check, or credit card.
- Failure to pay any late fee may result in campers being removed from camp until such fees are paid.

## **Cancellations**

We request cancellations be made before 5:00 PM the Friday prior to the start of a session.

Cancellations made at the start of a session will be subject to a refund, minus a \$25.00 cancellation fee.

Cancellations made after the start of the session may receive a partial refund, at the discretion of Camp Fire management. A partial refund may not exceed 50% of the total fees paid.

The cancellation fee will be waived for refunds applied to future camp sessions.

## **Illness and Medical Emergency**

The well-being and health of our campers is of vital importance to Camp Kata Kani. We request that any child with an illness not be brought to camp.

Campers who exhibit the following symptoms are not allowed to return to or attend camp until 24 hours from the last incident:

- Fevers ranging 99.9 degrees or higher
- Vomiting
- Diarrhea
- Distracting pain from headache, earache, abominable stress.

Campers diagnosed with a contagious illness may not return to camp until cleared by a licensed medical practitioner.

If a camper begins to show signs or symptoms of illness, an emergency contact person will be notified, The Day Camp Director or Assistant Director will have final discussions in regard to the ability for a camper to remain on site in the event of illness.

The Day Camp Director and Asst. Director reserve the right to deny admission to a camper due to illness.

In the event of a medical emergency, Camp Fire Illinois Prairie will make the appropriate call to action for treatment. This will include the administration of first aid, and if necessary, the contact and transport to a medical facility. The

closest medical facility to Camp Kata Kani is Bolingbrook Advocate Hospital.

In the event of a medical emergency, camp staff will contact the emergency contact person listed at registration.

Camp Kata Kani insurance acts as a secondary insurance policy for campers. Campers will be covered by their primary insurance provider listed on their registration forms.

### **Camp Pick up and Drop off Procedures**

Due to limited space, and in the interest of the safety of our campers, the Camp Kata Kani parking lot is reserved for staff only during the hours of 8:45 AM to 4:15 PM. Parking is provided across from the main gate at the Bolingbrook Community Garden, or across the field at the Bolingbrook Park District parking lot.

Camp Fire requires all campers to be signed in and out by an authorized person, as noted in the registration. Camp Fire may not release campers to a person not on the authorized pick-up list. In order to add additional or temporary persons to the authorized pick-up list, Camp Fire requires a written and signed statement from the parent/guardian that includes required information about the added person.

Campers may not self check out, or leave Camp Fire property without being signed out by an authorized person.

Camp Fire will release campers into the custody of law enforcement, officers of the court, or DCFS/State officials with

proper legal paperwork. In such events, Camp Fire will notify the parent/guardian unless prohibited by law enforcement.

Camp Fire will not prohibit authorized person from picking up a camper who appears under the influence of drugs or other substances, as Camp Fire staff are not trained to detect if a person is under the influence. Should Camp Fire suspect a camper is in danger, proper law enforcement will be notified.

If the authorized person is not the guardian, the guardian will be contacted and advised that a concern was raised, and law enforcement has been notified.

### ***Drop off Procedure***

Campers may be dropped off between 8:50 AM and 9:05 AM at the main gate. A staff member will meet you at your car to sign in the campers.

Before Care campers may be dropped off at the Cabin, and may use the parking lot inside the main gate.

### ***Pick Up Procedure***

Campers may be picked up between 3:55 PM and 4:10 PM. Campers will be escorted to the main gate by staff to meet parents/guardians at vehicles. Pick-up persons should remain in vehicles and meet campers at the main gate.

Campers enrolled in After Care may be picked up at the Cabin, and may use the parking lot inside the main gate, starting after 4:15 PM.

## Medications

If a camper is required to take a prescribed medication, the Camp Director or Asst. Director will oversee administration and note the event via an incident report. In order to accept medication for campers, the following guidelines must be followed:

- Medication must be in the original container, such as RX bottle, bubble pack, etc.
- Medication must have written instructions with times, dosage, side effects, etc. (found on the RX label)
- Signed approval from Parent/Guardian to administer medication.
- Name and phone number of prescribing doctor.

Medication will be stored in a secure location, which will be accessed by the Day Camp Director or Assistant Director only.

Campers with Epi-Pens are required to carry them at all times. Camp Kata Kani is an outdoor facility, with exposure to natural elements, which may include allergens.

Camp Fire will not administer Over the Counter (OTC) medications to campers.

**NUT-SAFE ZONE: Camp Kata Kani cannot state being a Nut Free Zone. While every effort is made to prevent cross contamination, peanuts and tree nuts may be handled or stored on camp property, or brought by other children for personal lunches and snacks.**

## Meals and Snacks:

Camp Fire will provide a healthy PM snack each day and a Hot Dog Lunch on Fridays.

Campers enrolled in After Care will be provided an additional evening snack.

Campers are responsible to provide an AM snack, and daily lunch on days Camp Fire does not provide lunch. Campers may also bring an alternate meal or snack if they choose.

Campers should bring water, juice, or Gatorade for lunch. We request no soda or dairy based drinks be brought to camp.

Please note, while camp has a refrigerator and microwaves on site for camp use, access may not be available on field trip days or hikes. Please pack and plan accordingly.

Campers should bring a filled water bottle to camp daily. This will assist with proper hydration during the hot summer months. Camp Kata Kani does have a water refilling station on site.

## Phones and Electronics Policy:

Parents are welcome to contact the camp at any time. We ask that you limit your contact time in order to ensure an open line for emergencies or official camp business.

Parents may also reach the office at 630-629-5160 with any questions, concerns, or issues that are not able to be addressed on site.

Please note that the Day Camp Director is on site during camp hours. The best way to reach camp staff is via the Day Camp Director at 815-690-8692.

Campers may bring personal devices to camp for emergency use. All devices should be labeled with the camper's name. Devices should be left with the Camp Director or Assistant Director who will provide a lock box for device storage. Campers are not allowed to use personal devices during camp hours.

Camp Kata Kani is not responsible for damages or theft of any personal belongings or devices brought on site by campers or parents/guardians.

### **Behavior Policy**

Camp Kata Kani has adapted a positive engagement policy. We focus on redirection, positive reinforcement, and conflict resolution as part of our approach to addressing behavioral concerns.

Camp policy is to keep campers engaged in activities and program elements. When required, campers may leave an activity for a "self-reflection" period, in order to refocus with the intent of returning to the camp activity. While in a self-reflection session, campers may work with a staff member to address the behavior, and resolve the issues leading to the behavior. Campers will be encouraged to return to the normal camp activity as quickly as they are able to.

Major behavioral incidents will be recorded in an incident report, reported to a parent or guardian, and other action taken as warranted. Behavioral incidents may include but are not limited to:

- Willful destruction of property
- Use of profanity, or inappropriate language
- Physical altercations with other campers/staff
- Self-harm, suicide ideation, suicide attempts
- Disregard of safety instructions
- Run-away/Out of Location
- Theft and invasion of privacy
- Threats towards campers or staff
- Incidents of bullying
- Possession of illegal substances or weapons
- Engaging in acts of a sexual manner with other campers, visitors, or staff
- Trespassing or inviting unauthorized persons on camp property

Our attempt is to keep campers engaged and participating in camp activities. Temporary removal from camp activities is used as a last resort, and is performed with the intention of helping campers redirect to returning to camp activities.

Campers will be held responsible for the willful destruction of property which may result in parent/guardians being billed for damages to camp property.

In the event of behavioral issues that disrupt the safety and well-being of other campers or staff, a parent or guardian may be contacted to arrange for the camper to leave camp for the remainder of the day.

In the event of extreme behavioral issues, or illegal activities, Camp Fire Illinois Prairie staff will contact local authorities and report activities.

In the event of a suicide ideation, a parent or guardian and appropriate medical personnel will be contacted. Camp Fire takes all suicide ideations seriously, and will take all appropriate action to ensure the safety of campers and staff.

### **Camper Shopping List**

In order for campers to have an enjoyable time at camp, they will need the following items:

1. Daily lunch and AM Snack
2. Filled water bottle.
3. A reading book.
  - a. Fictional chapter books or novels.
  - b. Graphic Novels
4. A Change of clothes for emergencies
  - a. A hat or visor is recommended
5. **Closed toe and heel shoes** with comfortable socks –no sandals or flip-flops allowed
  - a. Hiking boots or gym shoes preferred
6. Personal bug spray and sunscreen

7. Bathing suits and beach towel
  - a. Required on Wednesday field trips to Pelican Harbor
  - b. Optional all other days of camp
8. Camp Kata Kani provided T-shirt.
  - a. Required on all Wednesday field trips.
9. Jacket or sweater/sweatshirt in case of cool weather.

### **Miscellaneous Notes**

Camp Kata Kani is an outdoor facility. Campers will be exposed to the elements and weather. It is important for campers to be dressed accordingly. Camp Kata Kani is not air-conditioned.

Campers will be taking hikes, playing games, and engaging in physical activities, please wear comfortable clothing, that is designed for mobility, and you do not mind getting dirty.

Some female campers may experience feminine hygiene situations. Please plan accordingly for such situations during camp. Camp Kata Kani does not have extra feminine hygiene products on site for emergencies.

Camp Kata Kani does not offer overnight storage for belongings. Camp Fire Illinois Prairie is not responsible for items left on site overnight. Campers will not have access to camp during non-camp hours. Any items left at the end of the camp season may be donated to charity at the end of the camp season if not claimed by Aug 11, 2018.

During Wednesday field trips to Pelican Harbor aquatic park, campers will be required to take a swim test before using facilities. Camp Kata Kani will enforce test results per Pelican Harbor policies.

Camp Fire may show movies and videos as part of the curriculum, or as an activity during the camp season. Camp Fire does include one planned field trip to Tivoli Theater for summer movie matinee. Camp Fire may show films/videos rated PG on site.

In order to ensure the safety of campers, and facilitate the training and assessment of staff, Camp Kata Kani may carry out emergency drills. This may include *Fire Drill, Tornado/Weather Drill, Active Shooter Drill, Missing Camper Drill, Medical Emergency Drill, and Lockdown Drills*. Questions or concerns should be directed to the Camp Director or Camp Fire office.

Camp Fire staff will not transport campers in personal vehicles. Camp Fire will use charter buses for field trips and medical transport services/EMT for medical emergencies.

Camp Fire's staff policy prohibits camp staff from soliciting or accepting non-camp child care services during the summer camp session. This includes private day care and private home care services. Camp staff may be employed by third party child care services, such as Early Child Care centers, school districts, or businesses offering after school programs. Should camp staff be hired by parents for non-camp child care services, Camp Fire will cannot be held responsible for actions or liability of such

staff actions during non-camp care. If camp staff solicit non-Camp Fire child care or other services, it should not be taken as an endorsement by Camp Fire Illinois Prairie, or Camp Kata Kani.

Campers are responsible for personal sunscreen and insect repellent. Camp Fire will not provide sunscreen or repellent to campers.