



# Camp Fire Illinois Prairie Camp Programs Parent Handbook

Parents/Guardians,

**On behalf of Camp Fire Illinois Prairie, I would like to welcome you and your child(ren) to Camp Fire's Camp Programs. You are registering for one of the following programs: Summer Day Camp, School Day Off Camp, Overnight Camp and/or Weekend Day Camp.**

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 the Day Camp Director, Ryne Hanz, at 815-690-8692.

Ryne "Ranger" Hanz

Day Camp Director

# Camp Kata Kani Camp Programs

## Parent Handbook

### Camper Ages

Camp Fire programs are designed to serve campers between the ages of 5 years to 16 years. Camp Fire reserves the right **to** admit campers who are not within the age served at the discretion of the Administrative Team.

Due to the content and scope of programs, some programs may be restricted to certain ages. Please refer to the program description for age requirements.

In mixed age programs, campers are divided into groups based on anticipated grade level entry for the current school year. For summer programs, the current school year is defined as the academic year starting in the same calendar year as the program.

### Program Hours and Dates:

Program hours and dates will be defined in the program description provided on the registration website.

Campers are expected to participate in the full duration of a program from start to end time as noted in the program description.

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

Registration is completed online, using Trax Registration software. Campers must be registered and fees paid in full before the start time of a program in order for a camper to participate.

Please refer to the program description of registration deadlines and fees.

Payments may be submitted online, over the phone, or in person via check or credit card. Cash payments may only be accepted at our Lombard Office location.

### **Cancellations**

In order to ensure adequate staffing, supplies, and if applicable **meals/snacks**, enrollment cancellations must be completed 48 hours prior to the start time of the program.

Cancellations made prior to 48 hours of a program start time will receive a full refund minus a \$5.00 processing fee.

Cancellations made after the 48 hour deadline will receive a 50% refund of program fees.

Cancellations after program start time or no shows will **not** be refunded.

Parents/guardians may apply refund amounts as a credit to future sessions. If refunds are applied as a credit, the fees and penalties will be waived.

Camp Fire reserves the right to waive late fees and penalties to refunds on a case by case basis at the discretion of the Administration.

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

Campers should be picked up and dropped off at the main gate to the property within the designated times for each program. A camp staff member will meet each camper at the gate and have a parent/guardian sign the camper in/out.

In instances where campers are picked up or dropped off outside of defined program times, such as during before/after care, parents/guardians may use the camp parking lot and will check in/out inside the cabin.

Campers must be signed in/out by a parent/guardian on the approved pick up list provided at registration, or in writing by the parent/guardian to a camp administrator.

Campers may not leave camp unless signed out by a parent/guardian. Campers will not be allowed to self transport to/from camp.

Campers dropped off/picked up outside the defined pick up/drop off times may incur a per child early/late fee.

### **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. I

In Accordance with Illinois Public Health Codes, campers who exhibit the

following symptoms are not permitted to attend camp for 24 hours from the last incident:

- Fevers ranging 99.9 degrees or higher
- Vomiting
- Diarrhea
- Distracting pain from headache, earache, abominable stress.
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Campers diagnosed with a contagious illness may not return to camp until cleared by a licensed medical practitioner.

Camp Fire Administration reserves the right to deny admission to a camper due to illness.

### ***Medical Emergency and Insurance***

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

The closest medical facility to Camp Kata Kani is AMITA Bolingbrook Advocate Hospital. 500 Remington Blvd. Bolingbrook IL. (630) 312-5000.

In the event of a medical emergency, camp staff will contact the emergency person(s). A Camp Administrator will accompany campers requiring medical treatment, and will act *In Loco Parentis*, until a parent/guardian arrives.

### ***Insurance***

Any medical treatment will be covered under the campers primary insurance,

provided by the parent/guardian. Camp Fire will not be directly responsible for the financial cost or health insurance coverage of campers.

Camp Fire will carry a limited liability insurance coverage. A parent/guardian may submit a claim for payment to Camp Fire's insurance carrier. Submission of a claim does not guarantee payment by Camp Fire's insurance policy.

### **Medications**

Camp Fire will administer medication in accordance with prescription/directions on file with the Program Administrator.

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 Program Administrator.

Campers with Inhalers and/or 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. Parents may provide and authorize the distribution of OTC medications for their child(ren) only. OTC medications will be treated in the same manner as prescription medications.

**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.

### **Phones and Electronics Policy:**

Camp Fire Programs are "unplugged", and the use of electronics or phones is prohibited by campers. In the event a program requires the use of electronic devices, Camp Fire will provide them.

Campers are encouraged to leave electronics at home, or with a parent/guardian at drop off.

Campers may store electronics with the Program Administrator in a secure location on site. Camp Fire does not assume responsibility for lost, stolen, or damaged items.

If campers are observed using electronics during program hours, Camp Staff may confiscate such devices and will return to the parent/guardian at pick up.

In the event a camper is suspected of having inappropriate material on an electronic device, a Program Administrator may request the camper to unlock the device and sit with the Administrator while the device is checked, and reported/shown to the parent. If such material is illegal in

nature, law enforcement will be contacted.

## **Behavior Policy**

Camp Fire behavioral management policy is designed to focus on positive behavior, and keep campers engaged in activities or programs.

Disruptive behavior will be addressed on an individual basis, and appropriate action will be taken by staff to redirect the camper's behavior. Camp Fire utilizes positive redirection and conflict resolution tactics.

Campers may be removed from the activity as behavior warrants, and will be allowed to return as soon as it is deemed appropriate by camp staff. Staff will not use removal from activities as a punishment.

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, suicidal 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

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 self harm and/or suicidal ideation, a parent or guardian and appropriate medical personnel will be contacted. Camp Fire takes all suicidal 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. Filled water bottle
2. A personal age appropriate reading book
3. **A change of clothes**
  - a. Required all days

4. **Closed toe and heel shoes** with comfortable socks –no sandals or flip-flops allowed
5. Hat or Visor
  - a. sunglasses recommended
6. Personal bug spray and sunscreen
  - a. Camp Fire will not provide sunscreen or bug spray for campers
7. Bathing suits and beach towel
  - a. Required all days
8. 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 lost or damaged items.

### ***Pelican Harbor Swim Test***

During 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.

### ***Video and Movies Policy***

Camp Fire may show films/videos rated G or PG on site as part of a program event. Some programs may include field trips to local movie theaters for G and PG rated films.

### ***Emergency Drills***

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.

### ***Camper Transportation***

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.