

**BUTTERFIELD
PARK
DISTRICT
SUMMER CAMP
2011
PARENT GUIDE**



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BUTTERFIELD PARK DISTRICT CAMP INFORMATION

INTRODUCTION

Welcome to Butterfield Park District's summer camp programs. Please take some time to look through this manual for important information. If you have any further questions feel free to contact us at 630-858-2229 or www.butterfieldpd.com. Thank you and have a great summer!

WHAT TO BRING

Please bring the following to camp everyday: gym shoes, swimsuit, towel, a lunch, bug spray, sunscreen, and a backpack to carry belongings. Please label all belongings brought to camp.

DROP OFF AND PICK UP PROCEDURES

Whenever you drop off or pick up your child, you must walk your child into camp and sign your child in on the daily attendance sheet. This is for your child's safety. In the afternoon, the staff will not release a child to an individual whose name is not listed by you on your child's release form. For safety precautions, any individual picking up a child will be required to present a picture ID until staff becomes familiar with names and faces. A child should never be dropped off and left alone.

LATE PICK- UP

Parents who arrive after their scheduled pick-up time will be charged a \$5.00 late fee for every 10 minutes or portion thereof per child. In an event that a child is not picked up 15 minutes past pick up time, the emergency phone number will be called and the designated individual will be requested to pick up the child. Camp staff will make several attempts to contact parent/guardian. After 30 minutes, if there is no contact from a parent and no one on the emergency list is available to pick up the child, the police will be called and the child will be taken into protective custody.

BEHAVIORAL STANDARDS

As part of a community effort, the Butterfield Park District is proud to be a part of the Character Counts Program. Through this program we will promote the Six Pillars of Character: **Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship**. This will be the basis of appropriate behaviors at camp. We work on a three warning system. Any time your child does not follow our behaviors associated with the Six Pillars of Character, the child will receive a warning. Behavioral problems will be discussed with the parent and a behavioral plan will be worked out. Removal from camp is a last resort. All parents will be required to sign a Behavioral Standards form, which is included in the camp form packet.

HEALTH AND SAFETY

If your child has contracted a communicable disease such as chicken pox, strep throat, measles, or mumps, please notify the camp staff immediately. You should keep your child home and call your physician when the following symptoms persist:

1. Fever or 99.8 or over, taken in the morning, before camp. Keep your child home 24 hours after an elevated temperature has returned to normal.
2. Nausea or vomiting
3. Skin rash or sores
4. Inflamed, swollen, or reddened eyes
5. Excessive coughing, sneezing
6. Diarrhea
7. Sore throat
8. Headache/Earache

If your child becomes ill at camp, has any of the above symptoms, or has a fever, you will be notified and requested to pick up your child within the hour. If your child is injured and requires more than basic first aid, the following will occur: Attempts to contact parent or guardian, attempts to contact persons on medical forms, and the injured child will be transported by paramedics to a local hospital. Managing staff/ personnel will stay with your child until the parent or guardian arrives

PARENT COMMUNICATIONS

An exchange of information between staff and parents provides insight for both. Most concerns may be dealt with at the time of your child's pickup. However feel free to make special arrangements with the camp director to discuss any concerns.

REFUND POLICY

In order to keep an accurate count of children as well as stability within the program, the Butterfield Park District has a refund policy. Cancellations must be done 48 business hrs in advance to qualify for a refund. The refund policy will be strictly enforced and there will be no credits or rollover of days if a child misses camp.

CREDIT CARD- AUTOMATIC DEDUCTIONS

In order to be a part of the Auto Debit Program for camp, you must provide the park district with Visa, Discover, or MasterCard information to be kept on file. The payment can also be automatically deducted for your convenience. Fill out the form provided and office staff will remember for you! A receipt will be emailed to you. We can charge your credit card all you have to do is provide us with the information necessary such as the days, weeks and if extended care is needed.

CAMP DISCOVERY INFORMATION

INTRODUCTION

Camp Discovery is included with K-5 camp in the morning. There will be no Camp Discovery on field trip days for the K-5 camp. Each week your child will be able to choose the club they would like to participate in. The clubs will have their own theme and will be divided by grade, K-2 and 3-5. We hope this half day of fun will help your child to enjoy camp!

LOCATION:

Butterfield Park District Recreation and Aquatic Center, Pavilion
21w 730 Butterfield Road Lombard, IL 60148

MESSAGES

Messages can be left for staff on the camp phone (630)306-2235. Please notify staff if your child will be arriving late, leaving early, absent, or other important information staff needs to be aware of.

There are no credits or refunds given for days missed.

ITEMS FROM HOME

Children should not bring toys or personal items from home, unless a special request is made by one of the counselors for a project.

LATE PICK-UP

Parents, who arrive after their scheduled pick-up time, will be charged a \$5.00 late fee for every ten minutes per child. In an event that a child is not picked up by 12:15, the emergency phone number will be called and the designated individual will be requested to get the child. After 30 minutes, if there is no contact from a parent and no one on the emergency list is available to pick up, the police will be called and the child will be taken into protective custody.

K-2 CAMP INFORMATION

INTRODUCTION

Welcome to Butterfield Park District's K-2 summer camp. We take great pride in this summer program. Each staff member is selected to ensure quality programming and provide a safe and comfortable environment to your child. This particular camp is designed specifically for children entering grades Kindergarten to 2nd. K-2 will have the opportunity to choose from a different club each week. These clubs have a particular theme for the week and include activities that reflect this theme selected by the counselor. Please take some time to read through this information if there are any questions feel free to contact the park district. Thank you and we look forward to having your child join our summer program!

LOCATION

Camp will be located at the picnic shelter. If it is raining, camp will be held inside at the park district at 21W730 Butterfield Road, Lombard, IL 60148

PHONE NUMBERS and EMAIL

Camp Phone (630) 306-2235-Site Director
 (630) 306-2237-Recreation Manager
Office (630) 858-2229
Sara@butterfieldpd.com

ABSENCES

Please call the camp cell phone at (630) 306-2235 or email Sara@butterfieldpd.com if your child will not be at camp. Voice mail and emails are checked regularly. There are no credits or refunds given for days missed.

MESSAGES

Messages can be left for staff on the camp phone (630) 306-2235. Please notify staff if your child will be arriving late, leaving early, absent, or other important information staff needs to be aware of.

E-NEWSLETTERS

Camp Newsletters will be communicated via email and will be posted to the website at the beginning of each week. We will also post the newsletters by the pavilion for viewing when dropping off and picking up. No Newsletters will be sent home in backpacks.

CAMP CALENDARS

A Google calendar will be made available on our website (www.butterfieldpd.com) to check detailed information regarding camp.

SWIMMING

All campers must purchase a swim pass at an additional fee when they register. Campers will enjoy open swim at the Aquatic Center during the afternoons. All campers will also be required to take a swim test before being allowed to enter the deep end of the pool. Those participants who pass the swim test will be allowed to go off the diving board and water slide. For the participants that do not pass the swimming test, they will be issued a swim bracelet each day and will swim in the leisure pool area. If your child is uncomfortable in the water, please note this on the medical release form when registering.

LUNCH

Please send a lunch and a drink with your child everyday. We do not provide refrigeration for lunches, but we keep them in a cool, dry place.

SNACK

Please have your child bring a healthy snack from home. We will also have snacks available for purchase with the snack card program.

ITEMS FROM HOME

Children should not bring toys or personal items from home unless a special request is made by one of the counselors for a project.

CAMP SCHEDULE

We ask that all campers be in attendance by 8:30am so they can receive the full enjoyment of camp. Clubs will start at 9:00am. Girls and boys will be involved in a variety of activities such as swimming, nature activities, sports, crafts, games, field trips and more. Each camper receives one camp T-shirt for the summer. Lunch will be at 12pm in the Pavilion. Swimming will begin at 1pm until 2:45pm. Snack will be at 3pm.

FIELD TRIPS AND SPECIAL EVENTS

There will be one field trip per session/ week which is included in the day camp fee. Field trips will be on Wednesday, unless otherwise noted. On field trip days, we ask that everyone is in attendance by 9:00AM SHARP! K-2 Camp will not return to the Park District until 3:30pm. K-2 Camp will also have special event Fridays. These days will include a variety of themed days. Counselors will plan these days and promote all camp activities throughout the day on Fridays.

Please have your child wear their camp shirt for field trips.

3-5 Camp Information

INTRODUCTION

Welcome to Butterfield Park District's 3-5 summer camp. We take great pride in this summer program. Each camp counselor is selected to ensure quality programming and provide a safe and comfortable environment to your child. This particular camp is designed specifically for children entering grades 3rd-5th. 3-5 will have the opportunity to choose from a different club each week. These clubs have a particular theme for the week and include activities that reflect this theme selected by the counselor. Please take some time to read through this information if there are any questions feel free to contact the park district. Thank you and we look forward to having your child join our summer program!

LOCATION

Camp will be located at Butterfield Elementary School from June 20-August 5.

*If you are dropping off your camper at or before 8:30am you will drop off at the Butterfield Park District.

2S 500 Gray Avenue
Lombard, IL 60148

Butterfield Park District location June 13-17, August 8-19

**Pick up will always be at the Butterfield Park District location at 3:30pm.

PHONE NUMBERS and EMAIL

Camp Phone (630) 306-3662-Site Director
(630) 306-2237-Recreation Manager

Office (630) 858-2229
Sara@butterfieldpd.com

ABSENCES

Please call the camp cell phone at (630) 306-3662 or email Sara@butterfieldpd.com if your child will not be at camp. Voice mail and emails are checked regularly. There are no credits or refunds given for days missed.

MESSAGES

Messages can be left for staff on the camp phone (630) 306-3662. Please notify staff if your child will be arriving late, leaving early, absent, or other important information staff needs to be aware of.

E-NEWSLETTERS

Camp Newsletters will be communicated via email and will be posted to the website at the beginning of each week. We will also post the newsletters by the pavilion for viewing when dropping off and picking up. No Newsletters will be sent home in backpacks.

CAMP CALENDARS

A Google calendar will be made available on our website (www.butterfieldpd.com) to check detailed information regarding camp.

SWIMMING

All campers must purchase a swim pass at an additional fee when they register. Campers will enjoy open swim at the Aquatic Center during the afternoons. All campers will also be required to take a swim test before being allowed to enter the deep end of the pool. Those participants who pass the swim test will be allowed to go off the diving board and water slide. For the participants that do not pass the swimming test, they will be issued a swim bracelet each day and will swim in the leisure pool area. If your child is uncomfortable in the water, please note this on the medical release form when registering.

LUNCH

Please send a lunch and a drink with your child every day. We do not provide refrigeration for lunches, but we keep them in a cool, dry place.

SNACK

Please have your child bring a healthy snack from home. We will also have snacks available for purchase with the snack card program.

ITEMS FROM HOME

Children should not bring toys or personal items from home unless a special request is made by one of the counselors for a project.

CAMP SCHEDULE

We ask that all campers be in attendance by 8:30am so they can receive the full enjoyment of camp. Clubs will start at 9:00am. Girls and boys will be involved in a variety of activities such as swimming, nature activities, sports, crafts, games, field trips and more. Each camper receives one camp T-shirt for the summer. Lunch will be at 12pm in the Pavilion. Swimming will begin at 1pm until 2:45pm. Snack will be at 3pm.

FIELD TRIPS AND SPECIAL EVENTS

There will be one field trip per session/ week which is included in the day camp fee. Field trips will be on Wednesday, unless otherwise noted. On field trip days, we ask that everyone is in attendance by 9:00AM SHARP! 3-5 Camp will not return to the Park District until 3:30pm. K3-5 Camp will also have special event Fridays. These days will include a variety of themed days. Counselors will plan these days and promote all camp activities throughout the day on Fridays.

Please have your child wear their camp shirt for field trips.

TEEN CAMP INFORMATION

INTRODUCTION

The goal of this program is to provide quality care in a safe and fun environment. Our Teen Camp is designed for students entering grades 6-10. This camp is geared toward those who enjoy field trips, sports, swimming, and summer activities. Teens will enjoy two mini field trips and one main field trip per week. We will also be partnering with Oakbrook Terrace Park District Teen Camp for games and trips.

IMPORTANT INFORMATION

The camp will meet at the back patio area (unless there is rain) at the Recreation and Aquatic Center. We will also be using Butterfield Elementary School and Kensington Park. If you need to contact a staff member at anytime the Teen Camp phone is available. Voicemail is checked regularly (630) 306-9703. If it is an emergency you can also contact the Office (630)858-2229

ABSENCES

Please call the camp cell phone at (630) 306-9703 or email Sara@butterfieldpd.com if your child will not be at camp. Voice mail and emails are checked regularly. There are no credits or refunds given for days missed.

MONEY

Campers may choose to bring money to field trips or for the snack bar. Extra money is **not required**. Money should not be shared with other campers. If we find that campers are borrowing money or asking others for money campers will no longer be able to bring money to camp and snack bar privileges will be revoked during camp hours. This camp is designed for the campers to be a part of the decision making process, especially with projects. On cookout/project days we will take trips to Wal-Mart to purchase all necessary supplies. Please DO NOT send money for campers to spend at Wal-Mart.

EXTENDED HOURS

Am extended hours from 7am-8:30am are available for an extra fee. Camp activities begin at 9am. Campers should not arrive prior to 8:25am. Camp ends at 3:30pm. After camp ends, campers may return to the pool, or should have arrangements made to get home. Campers may not "hang out" around the building, especially with the K-5 camp.

FIELD TRIPS

One day a week we will venture out for an all day trip (9am-3pm). Select all day trips will require an additional waiver to be signed prior to leaving for our trip. We will have mini trips such as challenge days to create a fun and competitive day. Teen trips are subject to change.

SWIMMING

All campers must purchase a swim pass at an additional fee when they register. Campers will enjoy open swim at the Aquatic Center during the afternoons when not on a field trip. If your child is uncomfortable in the water, please note this on the medical release form when registering.

ITEMS FROM HOME

Teens who want to bring mp3 players, I-pods, video games, etc. will be allowed to use them at the camp's discretion. We expect each teen to participate in the scheduled activities and will only allow the above personal items during suitable times. Cell phones are permitted, however, they are for emergency contact only, NOT SOCIAL. Teen camp and the Butterfield Park District are not responsible for lost or stolen items.

BPD Camp Summer Reminder

In order to make your child has a safe and fun summer; we have a few rules and reminders for you and your child.

- Please make sure to sign your child **IN** and **OUT** everyday.
- Please send your child wearing **GYM SHOES and SOCKS** everyday, **NO** sandals please.
- Please put sunscreen on your child before they arrive to camp, and put extra sunscreen in their backpack for use at the pool.
- For field trips, your child must bring a lunch **NO MONEY** please. (K-5 Only)
- On field trip days, please send your child wearing his/her camp T-shirt. They will get their t-shirts the first week they attend camp.
- Campers may not bring any toys from home to camp, unless directed by their counselor.
- Please make sure to label all of your child's belongings.
- Campers will not always be indoors. They will be indoors during severe weather (thunder, lightening, heavy rain, or excessive heat)

Thank you very much for your cooperation!! Have a great summer!

Teen Camp

Dear Parents/Guardians of Teen Campers:

Because of the age, responsibility, and desired independence of our teen campers, parental/guardian sign in/out is not mandatory. However, if you choose to allow your child to sign him/her in or out of our camp and supervision, we ask that you fill out and return the bottom of this form. Your signature on this form fully releases and forever discharges the Butterfield Park District from any and all claims before and after the release of your child. Summer Camp begins at 8:30 am and ends at 3:30 pm Monday thru Friday.

If you have any questions or concerns, please feel free to contact Sara Venuto, Recreation Manager or Kiel Douglass Teen Camp Counselor.

My child _____ has my permission
(Print Teen Camper's Name)

To sign him/herself into Teen Camp 2011 at **8:30 am daily**: Yes No

To sign him/herself out of Teen Camp 2011 at **3:30 pm daily**: Yes No

Before/After the time of sign in/out, I: _____
(print parent/guardian name)

or my child: _____ is responsible for their own supervision. If at any time, this agreement should change, and my child is not longer allowed to sign themselves in/out of Teen Camp 2011, it is my responsibility as a guardian/parent to notify the camp. If I fail to do so, my child is still authorized to sign themselves in/out of Teen Camp 2011.

(Parent/Guardian Signature)

(Date)

(Teen Camper Signature)

(Date)

Teen Camp Cell Phone#: 630-306-9703

Recreation Manager:630-306-2237

PARENTS MUST SIGN & RETURN TO CAMP

Please sign below confirming that you have read through the summer camp manual provided. This page along with the rules and reminders page should be returned on the second day of camp that your child attends. If you do not understand one of the policies or anything in the manual, please ask a staff member and they can clarify any questions or concerns. Please also go through this with your child to make sure they understand the rules of camp. Thank you!

Child's Name: _____

Camp Name: _____

Parent Name: _____

Parent Signature: _____

Date: _____

PARENTS MUST SIGN & RETURN TO CAMP

Field Trip Schedule

K-2 Camp

Summer 2011

Pre-Camp- (Wednesday June 8) – No Trip→ Themed days and activities

Week #1- (Wednesday June 15) – The Mystery Shop Performance (Butterfield)

Week # 2- (Wednesday June 22) – Magician Steve Belliveau (Butterfield)

Week #3- (Wednesday June 29) – Flick Pool (Glenview)

Week #4- (Wednesday July 6) – Jump Zone (Bolingbrook)

Week # 5- (Wednesday July 13) – Peggy Notebaert Nature Museum (Chicago)

Week # 6- (Wednesday July 20) – Pelican Harbor (Bolingbrook)

Week #7- (Wednesday July 27) – Kohls Children Museum (Glenview)

Week #8- (Wednesday August 3) – Seascape (Hoffman Estates)

Week #9- (Wednesday August 10) – Artsy Hands (Fox Valley)

Week #10 (Wednesday August 17)- Ogden 6 Movie Theater (Naperville)

Trips may be subject to change

Field Trip Schedule

3-5 Camp

Summer 2011

Pre-Camp- (Wednesday June 8) – No Trip→ Themed days and activities

Week #1- (Wednesday June 15) – The Mystery Shop Performance (Butterfield)

Week # 2- (Wednesday June 22) – Magician Steve Belliveau (Butterfield)

Week #3- (Wednesday June 29) – Flick Pool (Glenview)

Week #4- (Wednesday July 6) – Mountain View Adventure Center (Des Plaines)

Week # 5- (Wednesday July 13) – 2BU Entertainment Studio (Lincolnshire)

Week # 6- (Wednesday July 20) – Pelican Harbor (Bolingbrook)

Week #7- (Wednesday July 27) – Navy Pier (Chicago)

Week #8- (Wednesday August 3) – Seascape (Hoffman Estates)

Week #9- (Wednesday August 10) – Laser Quest (Downers Grove)

Week #10 (Wednesday August 17)- Ogden 6 Movie Theater (Naperville)

Trips may be subject to change

Friday Fun Days

Summer 2011

Camp: K-5

6/17/2011- Mystery Day

6/24/2011- Fiesta

7/1/2011- Camper Appreciation Day

7/8/2011- Stuffed Animal Day

- Bring a stuffed Animal to camp!

7/15/2011- Pig Pen Day

- Wear old clothes to camp because it is going to be messy!

7/22/2011-Creative Campers

7/29/2011- Game Show Mania

8/5/2011- Fun/Fitness/Sports team day

- Wear your favorite sports team shirt

8/12/2011- Camp K-5's Got Talent

8/19/2011- Crazy Mix Up Day

- Wear a miss-matched outfit to camp

Ultimate Contenders Teen Camp Schedule 2011

Week #1

June 13- Sport Zone (Aurora)

June 14- Softball Challenge (Kensington Park)

June 15- Lincoln Park Zoo (Chicago)

June 16- Chicago Premium Outlet Challenge (Aurora)

June 17- Flick pool (Glenview)

Week #2

June 20- Centennial Beach (Naperville)

June 21- Woodfield Mall (Schaumburg)

June 22- Museum of Science and Industry (Chicago)

June 23- Starved Rock

June 24- Cypress Cove (Woodridge)

Week #3

June 27- Haunted Trails (Joliet)

June 28- Fox Valley Mall Challenge (Fox Valley)

June 29- Dad's Slot Cars and Ice Cream Shop (Des Plaines)

June 30- Canoe Trip (Kankakee)

July 1- Brunswick Zone Bowling (Carol Stream)

Week #4

July 4- No Camp

July 5- Pelican Harbor (Bolingbrook)

July 6- Rainbow Falls (Elk Grove)

July 7- Rock Band Challenge (OBTPD Heritage Ctr)

July 8- Vertical Endeavors (Warrenville)

Week #5

July 11- Navy Pier (Chicago)

July 12- Canoe/Kayak Races Cookout (Blackwell)

July 13- Raging Waves (Yorkville)

July 14- Ice Cream Challenge

July 15- Roller Skating (Lombard)

Week #6

July 18- Lincoln Marsh Team Building Challenge (Wheaton)

July 19- Fishing Challenge (OBTPD Fitness Ctr)

July 20- Gameworks (Schaumburg)

July 21- Charlestown Mall (St. Charles)

July 22- Deep River Water Park (Merrillville IN)

Week #7

July 25- Naperville Riverwalk Scavenger Hunt (Naperville)

July 26- Car wash/ Bake Sale

July 27- Chicago Tour (Chicago)

July 28- Xtreme Trampoline (Carol Stream)

July 29- Medieval Times (Schaumburg)

Week #8

August 1- Laser-X Laser tag Challenge (Addison)

August 2- Chicago Bears Training Camp (Bourbonnais)

August 3- Top Golf (Wood Dale)

August 4- Kiddie Carnival (OBT)

August 5- North Ave. Beach (Chicago)

Week #9

August 8- Enchanted Castle (Lombard)

August 9-Karaoke/ Yorktown Mall Challenge (Lombard)

August 10- 2BU Entertainment Studio (Lincolnshire)

August 11- Volleyball and Dodgeball Tournament

August 12- OBT Great America/ BPD Grill and Chill Day

Week #10

August 15- Magiquest (Lombard)

August 16- Ogden 6 Movie Theater (Naperville)

August 17- Camper Choice

August 18- Video Game Challenge

August 19- BPD Great America Trip (Gurnee)