



BROADWAY BOUND **CAMP**

WILMETTE PARK DISTRICT
2023 **CAMP MANUAL**

Broadway Bound



Dear Camp Families,

Welcome to Broadway Bound Camp! This manual is designed to answer any questions you may have prior to the start of camp. Please review your manual for information about camp procedures, daily routines, and other details.

Camp Dates

Session 1: 4 weeks - June 12-July 7

Session 2: 4 weeks - July 10-August 4

Camp Location

Broadway Bound is located in the Auditorium of the Community Recreation Center (3000 Glenview Rd. Wilmette, IL 60091).

Camp Times

9 a.m.-3 p.m.

Extending Your Camper's Day: Need more time? Families who need to extend the camp day can do so by registering for EarlyBird or AfterCamp. EarlyBird begins at 7:30 a.m. AfterCamp is available until 6 p.m.

Camp Directors

Camp Directors: Amelia T., Maya H., Genevieve A.

Email: broadwaybound@wilpark.org

Cell Phone: 224-725-7957

Drop Off & Pick Up

Drop off and pick up take place at **the Community Recreation Center**. Refer to the enclosed map for details. Please place your car in "park" and allow the counselors to open and close your car doors. Drivers should remain in their cars, and campers are to exit on the **passenger side**. If you are going to be late, please call the camp cell phone to let us know.

Late Pick-Up Fee

If your child is picked up later than the camp end time, families will be charged a late fee of \$10 per child for every 15 minutes after camp ends.

Camp Director:

Amelia T.

Maya H.

Genevieve A.

broadwaybound@wilpark.org

224-725-7957

What to Bring:

Campers should bring the following to camp with them. It is important that all items are labeled.

- ☐ Actor's Script
- ☐ Pencils & highlighter
- ☐ Gym Shoes
- ☐ Backpack
- ☐ Lunch (*nut-free*)
- ☐ Water Bottle
- ☐ Swimsuit
- ☐ Towel
- ☐ Sunscreen
- ☐ Change of Clothes for beach days

Camper Information Data

We collect all the information we need about your camper online, through your household account. The information only needs to be filled out once per camper, regardless of how many camps they attend. If your child(ren) participated in camp last year, all you need to do is update any changes in information.

If you have not already updated your camper's information, begin the process [here](#)

1. You'll be prompted for your household username and password
2. After logging in, click on your camper's name
3. Enter information for each child attending summer camp
4. After entering information for EACH of your children attending camp, click the SAVE button on the bottom left before exiting the screen.

Parent Communication

On-site Camp Directors can be reached via email at broadwaybound@wilpark.org. They will check messages at the start and end of each camp day. You can also reach your Directors via cell phone at 224-725-7957.

New! Camp App

The Wilmette Camps App is where you can find information about your child's camp experience. The App includes a calendar of events including any theme days, field trips, beach and pool visits, and more! You will also see photos of your child's camp day in the photo sharing section of the app. Finally, the app is where Camp Directors will share reminders and updates about the camp day through push notifications.

To download the app, visit the App Store or Google Play and search "Wilmette Summer Camp" or click below:



After downloading, select the Sign Up button to verify your email address. Once verified, you will be able to sign in and access content. **Please use the same email that you used during camp registration.** Make sure to select your registered session under **More/Settings** to stay up to date on content specific to your camper! If you have any questions, contact our camp administrative team at campapp@wilpark.org. For technical assistance, please contact support@1218team.com.

Reporting Absences

Families should inform the Camp Director when their child will be absent. They can do so by emailing the Director no later than the start of the camp day. If a child is not present after attendance is taken, the Director will reach out to confirm that camper's absence.

Camper Attire

Campers should dress in comfortable attire that's easy to move around in and rehearse in. Campers will be dancing in rehearsal every day, so comfortable gym or dance shoes can be worn. As rehearsals progress, some rehearsal clothes may be added for the actors to practice in.

Lunch & Snack – Nut-Free

Campers will keep their lunches in their backpacks; they will not be refrigerated. Campers are encouraged to bring a healthy snack to eat during the day. *All snacks and lunches must be nut-free.* Kiddos Catering lunch service is available for purchase; more information is available in the Camp section of the Wilmette Park District website.

Personal Items

All items brought from home should be labeled with your camper's name. If toys or games brought from home cause a distraction to the camp day, counselors will ask campers to leave them in their backpacks. Camp staff is not responsible for lost, damaged or missing items.

Technology

Campers are encouraged to participate in games and activities throughout the camp day. Camp staff will also encourage campers to socialize with their peers. The use of technology such as iPads, handheld gaming devices, and cell phones may deter from the goals of camp. Campers are encouraged to leave such items at home. Camp staff may ask campers to leave them in their backpacks or turn them in to the camp staff to be returned at the end of the day.

Sunscreen

Please apply sunscreen to your child prior to camp drop off. Please send sunscreen with your camper labeled with your child's name. We will encourage campers reapply sunscreen throughout the camp day. Camp staff are not permitted to apply sunscreen.

Beach Visits

Campers should wear their camp shirt on days we visit Gillson Beach, which is every Friday.

Water Activities

The camp calendar will note any water activity days. Please send your child in their swimsuit under their clothes on these days, and pack an extra set of dry clothes.

Field Trips

Campers should wear their provided camp t-shirts on field trip days. Please note the camp calendar for specific field trip locations. The camp app will provide any additional information regarding field trips such as required waivers, things to bring, etc.

Northern Suburban Special Recreation Association (NSSRA)

NSSRA is a partner of the Wilmette Park District, and provides resources to our staff to best support all of our participants. If your child requires special accommodations to successfully participate in camp, please contact Mary Liz Jayne at mjayne@wilpark.org to discuss your camper's needs.

Sample Weekly Schedule

See below for a sample schedule of how the campers will spend their day. Please refer to the enclosed camp calendar for specific field trips, theme weeks, etc.

Monday	Tuesday	Wednesday	Thursday	Friday
Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting
Vocal & Physical Warm Ups	Vocal & Physical Warm Ups	Vocal & Physical Warm Ups	Vocal & Physical Warm Ups	Vocal & Physical Warm Ups
Rehearsals	Rehearsals	Rehearsals	Rehearsals	Rehearsals
(Groups will rotate between dance, music & theatre rehearsal)	(Groups will rotate between dance, music & theatre rehearsal)	(Groups will rotate between dance, music & theatre rehearsal)	(Groups will rotate between dance, music & theatre rehearsal)	(Groups will rotate between dance, music & theatre rehearsal)
Lunch/ Time outside	Lunch/ Time outside	Lunch/ Time outside	Lunch	Gilson Beach (11:45-2:00pm)
Theatre Games	Guest Theatre Instructor/ Seminar	Theatre Games	Afternoon Rehearsal	<i>Please bring sack lunch for beach</i>
Afternoon Rehearsal	Afternoon Rehearsal	Afternoon Rehearsal		

Broadway Bound Show Information

Campers will receive training in musical theater performance (acting, dancing, and singing) as well as training in technical theater design and execution (costumes, lighting, sets, props, and sound). We will be presenting one full-length musical for each session at each age group.

Broadway Bound Mini's	Broadway Bound
Session 1: Frog & Toad	Session 1: Camp Rock
Session 2: Aristocats Kids	Session 2: Peter Pan Junior

These shows are Broadway-style productions that are shortened in length and written in musical keys appropriate for children. We will be auditioning during the first week of each session for the shows. The rehearsal, planning, and staging of this type of show make Broadway Bound a well-rounded theater education, as well as a fun camp experience.

Session I Performance Dates:

Broadway Bound Minis: Thursday July 6th at 2pm & 6pm

Broadway Bound: Wednesday July 5th at 2pm, Thursday July 6th at 10am & 7:30pm

Session II Performance Dates:

Broadway Bound Minis: Wednesday August 2nd at 2pm & Thursday August 3rd at 6pm

Broadway Bound: Wednesday August 2nd at 10am & 6pm; Thursday August 3rd at 2pm

Photographs

We may take pictures of the campers while they are participating in various camp activities. These photos will be shared with families in the Wilmette Camps App, and they may be used for display and/or publicity purposes. If you do not wish for your child's picture to be taken, please notify the Camp Director in writing on the first day of camp.

When Weather is Bad or Severe

Rainy Days: Camp meets inside on rainy days. Camp activities move inside during bad weather days, and trips to the beach or pool may be cancelled or rescheduled.

Thunderstorms/Tornadoes: In the event of a thunderstorm, campers will be moved to designated classrooms or shelters until an all-clear has been given. In the event of a tornado, campers will be moved to the inner corridors of the building until the all-clear is given.

Extreme Heat: In the case of extreme heat, we provide plenty of cold water, and campers are kept in the shade or indoors where possible. Activities are modified to be less strenuous. We respect your judgement for what is best for your child if you choose to keep them home on very hot days.

Health, Injury and Illness Procedures / Reporting

Medication: If your camper needs to take medication while at camp, please fill out the Medication Consent Form. This form should be turned in to the Camp Director on the first day of camp. Medication must be in its original container, labeled with your campers name, and will be held by the Camp Director.

Injury: In the event of a camper injury, we will provide basic first aid. Depending on the extent of the injury, the Camp Director will notify the parent, or will use the alternate phone number provided on the Camper Information Data form, after a call to 911.

Contagious Illness: In order to help keep all campers and staff healthy, if your child develops a contagious illness (i.e., COVID-19, chicken pox, strep, etc.), you must report this to either the Camp Supervisor or Camp Director at your earliest convenience upon diagnosis. Based on the reported case, staff will determine the best notification plan for close contacts.

If a child becomes ill during camp, a parent will be notified and asked to pick up the child as quickly as possible. If a parent is unable to pick them up, the emergency contacts will be called. Camper may not return to summer camp until symptom and fever-free for **24 hours without medication**. We ask that you be considerate of other children and staff and keep your child home if they show signs of illness.

Behavior Management Policy

In our programs, discipline is viewed as teaching the child. This consists of both setting consistent expectations and enforcing them when necessary. The child is given guidance through positive reinforcement, such as praise and special recognition.

We work towards strengthening each child's self-confidence and self-esteem, making them feel good about themselves and taking responsibility for their own behavior. Positive relationships to develop trust are encouraged.

When a conflict arises, children will be given the chance to talk about what happened and how they feel. This will help them to use words, rather than physical action.

If a situation occurs in which a child needs to take some time out from an activity to calm down, it will be no longer than one minute per year of age. This is not a punishment, but an opportunity to practice self-control.

These methods are both effective and most respectful to the children. Given respect, children feel an important part of the group and have a sense of self-reliance.

When working with children, staff will implement this policy in the following ways:

1. Find out the cause of the behavior.
2. Set a standard of behavior and maintain it. Act with consistency.
3. Allow the children to help make, and enforce, the rules.
4. Think before they act. Be fair and just, not judgmental.
5. Follow through with discipline and treat all children fairly.
6. Make limits clear and understandable to the child.
7. Inform the supervisor and parents/guardians of any behavior concerns they are having, as the supervisor and/or parents/guardians may be able to provide some insight.
8. Document behaviors that are consistent and of concern.

Parent/Guardian Role:

Parents/Guardians will be informed of any behavior concerns that arise. You have a wealth of knowledge about your child, and can help by sharing what works for you, and your concerns. It is important you know we are a team, and want to work together in the best interest of your child.

Camper's Role:

The campers help to determine camp rules, which are presented to them with clarity and followed with consistency. When talking with a child about their behavior, staff will ask them what they feel the right thing is to do and what rule to follow, so they know the child understands the situation and behavior.

Behavior Management, Continued

Steps Taken Between Parents & Staff to Support Positive Behavior:

1. Parents/Guardians will be informed of any behavior concerns.
2. Parents/Guardians will be asked to share what works for them at home.
3. Parents/Guardians and staff will work together to figure out what might be causing the behavior.
4. Camp Supervisor and Directors will set up a conference with the parents/guardians to go over the above items, and set up a plan to support the child and encourage positive behavior. Staff will communicate on progress, and schedule a second conference if needed.
5. During a second conference, the Camp Supervisor and parents/guardians will review if progress has been made. If necessary, staff and parents/guardians will revise the plan.
6. If at the time of a third conference staff has seen no improvement in a child's behavior, he/she will be withdrawn from the program, in the best interest of the child and classroom.

The intention of our Behavior Management policy is to ensure that every effort is made to meet the needs of the family, and continue to support each camper in our programs.

JUNE BROADWAY BOUND CAMP



SUN	MON	TUE	WED	THU	FRI	SAT
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				01	02	03
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04	05	06	07	08	09	10
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11	12	13	14	15	16	17
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Camp Starts!
9-3pm M-F
1st session
6/12-7/7

Gilson Beach!
11:45am-2:30pm

18	19	20	21	22	23	24
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Gilson Beach!
11:45am-2:30pm

25	26	27	28	29	30	01
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FIELD TRIP! 9:30-2pm
Medieval Times

Gilson Beach!
11:45am-2:30pm

JULY BROADWAY BOUND CAMP



SUN MON TUE WED THU FRI SAT

02 03 04 05 06 07 08

No Camp!

No Camp!

Performance

Camp Rock 2pm
&
Camp Rock 6pm

Performance

Camp Rock 10am

Mini Performance

Frog & Toad 2 & 6pm

Last day of 1st session!

Watch Dance Show
Performance 10am
& Gilson Beach 11:45
2:30pm

09 10 11 12 13 14 15

Camp Starts!
9-3pm M-F
2nd session
7/10-8/4

Gilson Beach!
11:45am-2:30pm

16 17 18 19 20 21 22

Field Trips!
Chicago Shakespeare
Beauty & The Beast!
No Beach Visit

23 24 25 26 27 28 29

Gilson Beach!
11:45am-2:30pm

30 31

AUGUST

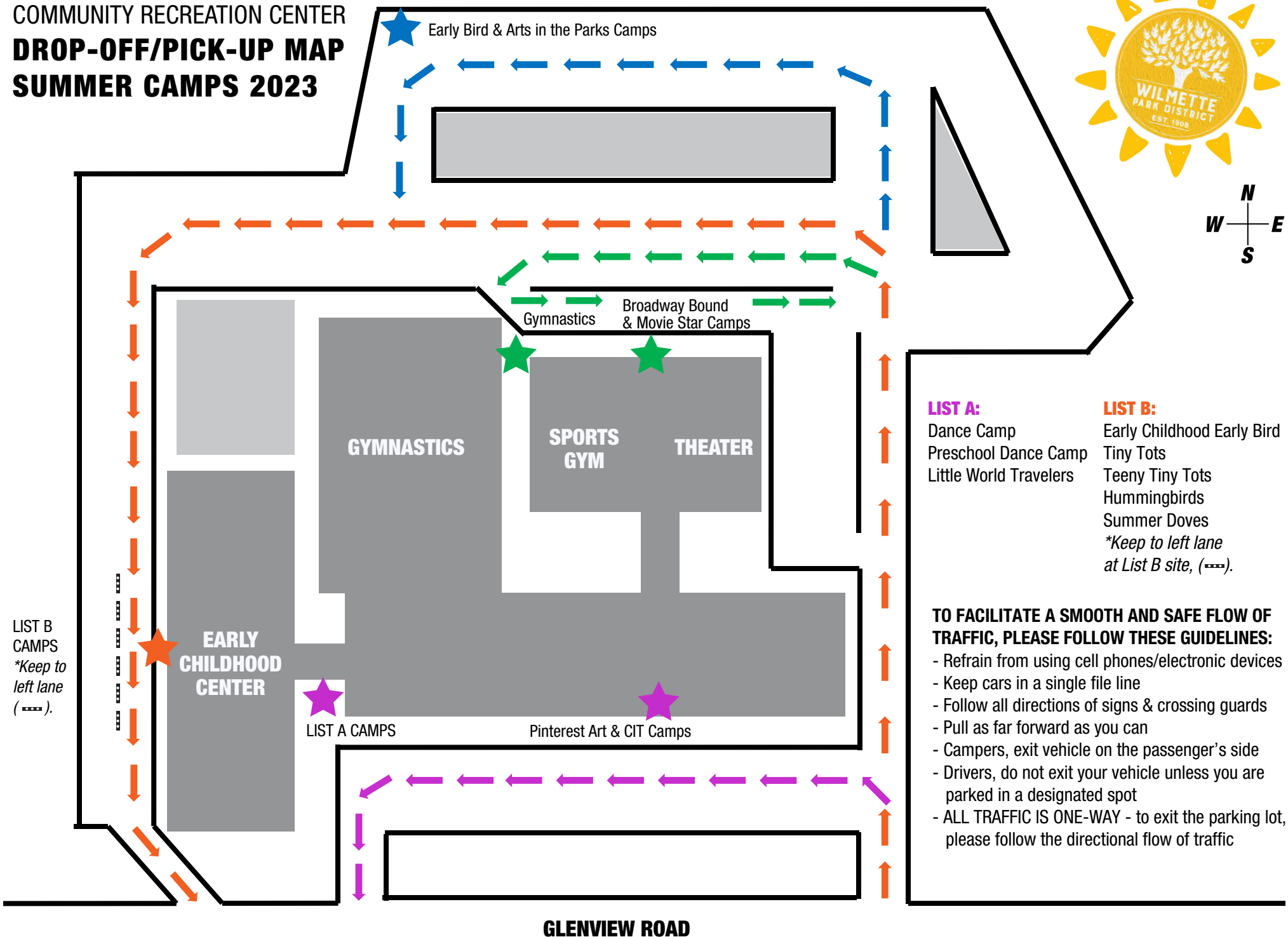
BB CAMP CONT...



SUN MON TUE WED THU FRI SAT

		01	02	03	04	05
			Performance Peter Pan 10am Mini Performance Aristocats 2pm Peter Pan 6pm	Performance Peter Pan 2pm Mini Performance Aristocats 6pm	Last Day of Camp! Watch Dance Show Performance 10am & Gilson Beach 11:45 2:30pm	
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

COMMUNITY RECREATION CENTER DROP-OFF/PICK-UP MAP SUMMER CAMPS 2023



LIST A:

Dance Camp
Preschool Dance Camp
Little World Travelers

LIST B:

Early Childhood Early Bird
Tiny Tots
Teeny Tiny Tots
Hummingbirds
Summer Doves
**Keep to left lane
at List B site, (----).*

TO FACILITATE A SMOOTH AND SAFE FLOW OF TRAFFIC, PLEASE FOLLOW THESE GUIDELINES:

- Refrain from using cell phones/electronic devices
- Keep cars in a single file line
- Follow all directions of signs & crossing guards
- Pull as far forward as you can
- Campers, exit vehicle on the passenger's side
- Drivers, do not exit your vehicle unless you are parked in a designated spot
- ALL TRAFFIC IS ONE-WAY - to exit the parking lot, please follow the directional flow of traffic

CAMPER NAME:



CAMP: **Broadway Bound**

COUNSELOR/GROUP:

CAMPER NAME:



CAMP:

COUNSELOR/GROUP: