



WILMETTE PARK DISTRICT

**TEEN
CAMP**

2023 **CAMP MANUAL**

Teen Camp



Dear Camp Families,

Welcome to Teen 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

One Week Sessions – June 12-August 4

Week 1 – June 12-June 16

Week 2 – June 19-June 23

Week 3 – June 26-June 30

Week 4 – July 5-July 7

Week 5 – July 10-July 14

Week 6 – July 17-July 21

Week 7 – July 24-July 28

Week 8 – July 31-August 4

Camp Location

Teen Camp is located at Centennial Recreation Complex
2300 Old Glenview Rd, Wilmette, IL 60091

Camp Times

9 a.m.-4 p.m.

Camp Directors

Your Camp Director is Hannah Lizano, teencamp@wilpark.org, 224-725-0090. Please see the “Meet the Staff” page at the end of this manual to learn more about our Directors and Counselors.

Drop Off & Pick Up

Drop off takes place at Centennial side doors by the ice rinks, in the side lot. Drivers should remain in their cars, and campers are to exit on the passenger side. There will be a counselor at these doors to greet and direct the campers where to go. If campers are riding bikes, they should still walk to the side of the building for the skating entrance. Pick up will be at the Centennial main entrance.

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:

Hannah Lizano

teencamp@wilpark.org

224-725-0090

What to Bring:

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

- ☐ Backpack
- ☐ Lunch (*nut-free*)
- ☐ Water Bottle
- ☐ Swimsuit
- ☐ Towel
- ☐ Sunscreen

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 teencamp@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 224-725-0090.

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. Some camp activities use paint or other messy materials, so please send your camper in clothing that can get messy. Campers should wear gym shoes every day.

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 not available for Teen Camp. **Certain field trips do offer a lunch option, but not all do. The calendar will note days that have lunch, and what is included.**

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.

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.

Beach Visits

Campers should wear their camp shirt on days we visit Gillson Beach, Thursdays. *Be sure to answer the question about the beach in the Camper Information Data form, so we know the correct swim permission status for your child.*

Pool Visits

Campers will participate in free swim at Centennial Aquatic Center on Monday's. Centennial staff will evaluate camper swimming abilities during their first visit. Only Coast Guard-approved flotation devices, and flotation devices provided by Centennial Aquatic Center are permitted. Be sure to send your child with their swimsuit, towel and sunscreen.

Field Trips

Campers should wear their provided camp T-shirts on field trip days. Please reference 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.

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.

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
Drop off – 9 am	Drop off – 9 am	Drop off – 9 am	Drop off – 9 am	Drop off – 9 am
Trivia Game or DIY!	Field Trip Day!	Field Trip Day!	Team Building games or Crafts	Field Trip Day!
Lunch			Lunch	
Pool			Gillson Beach	
Small Group Activity/Games			Large Group Activity/Game	
Pick up – 4:00 pm	Pick up – 4:00 pm	Pick up – 4:00 pm	Pick up – 4:00 pm	Pick up – 4:00 pm

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 TEEN CAMP



SUN MON TUE WED THU FRI SAT

				01	02	03
04	05	06	07	08	09	10
11	12 Free Swim at Centennial!	13 Field Trip: Sky High Jump Zone (Niles) <i>*Lunch Provided!</i>	14 Field Trip: Action Territory (Kenosha)	15 Gillson Beach!	16 Field Trip: Brookfield Zoo (Brookfield)	17
18	19 Free Swim at Centennial!	20 Field Trip: Hidden Creek Aqua Park (Highland Park)	21 Field Trip: Top Golf (Schaumburg) <i>*Lunch Provided!</i>	22 Gillson Beach!	23 Field Trip: Main Event (Hoffman Estates) <i>*Lunch Provided!</i>	24
25	26 Free Swim at Centennial!	27 Field Trip: Barefoot Bay (Mundelein)	28 Field Trip: Funway (Batavia)	29 Gillson Beach!	30 Field Trip: Vertical Endeavors (Glendale)	01

JULY TEEN CAMP



SUN MON TUE WED THU FRI SAT

02 03 04 05 06 07 08

No Camp!

No Camp!

Field Trip: Navy Pier
(Chicago)

Gillson Beach!

Field Trip: Get Air (Des
Plaines)
**Lunch Provided!*

09 10 11 12 13 14 15

Free Swim at
Centennial!

Field Trip: Rainbow
Falls (Elk Grove)

Field Trip: Chicago Sky
(Chicago)

Gillson Beach!

Field Trip: Mystic
Waters (Des Plaines)

16 17 18 19 20 21 22

Free Swim at
Centennial!

Field Trip: Mountain
View (Des Plaines)

Field Trip: Enchanted
Castle (Lombard)
**Lunch Provided!*

Gillson Beach!

Field Trip: Nickel City
(Northbrook)
**Lunch Provided!*

23 24 25 26 27 28 29

Free Swim at
Centennial!

Field Trip: Impact
Field (Rosemont)

Field Trip: Six Flags
(Gurnee)

Field Trip: Medieval
Times (Schaumburg)
**Lunch Provided!*

Gillson Beach!

30 31

Free Swim at
Centennial!

AUGUST

TEEN CAMP



SUN MON TUE WED THU FRI SAT

30 31 01 02 03 04 05

Free Swim at
Centennial!

Field Trip: Boundless
Adventures (Bristol)

Field Trip: Paradise
Bay (Lombard)

Gillson Beach!

Field Trip: Ultimate
Ninjas (Glenview)

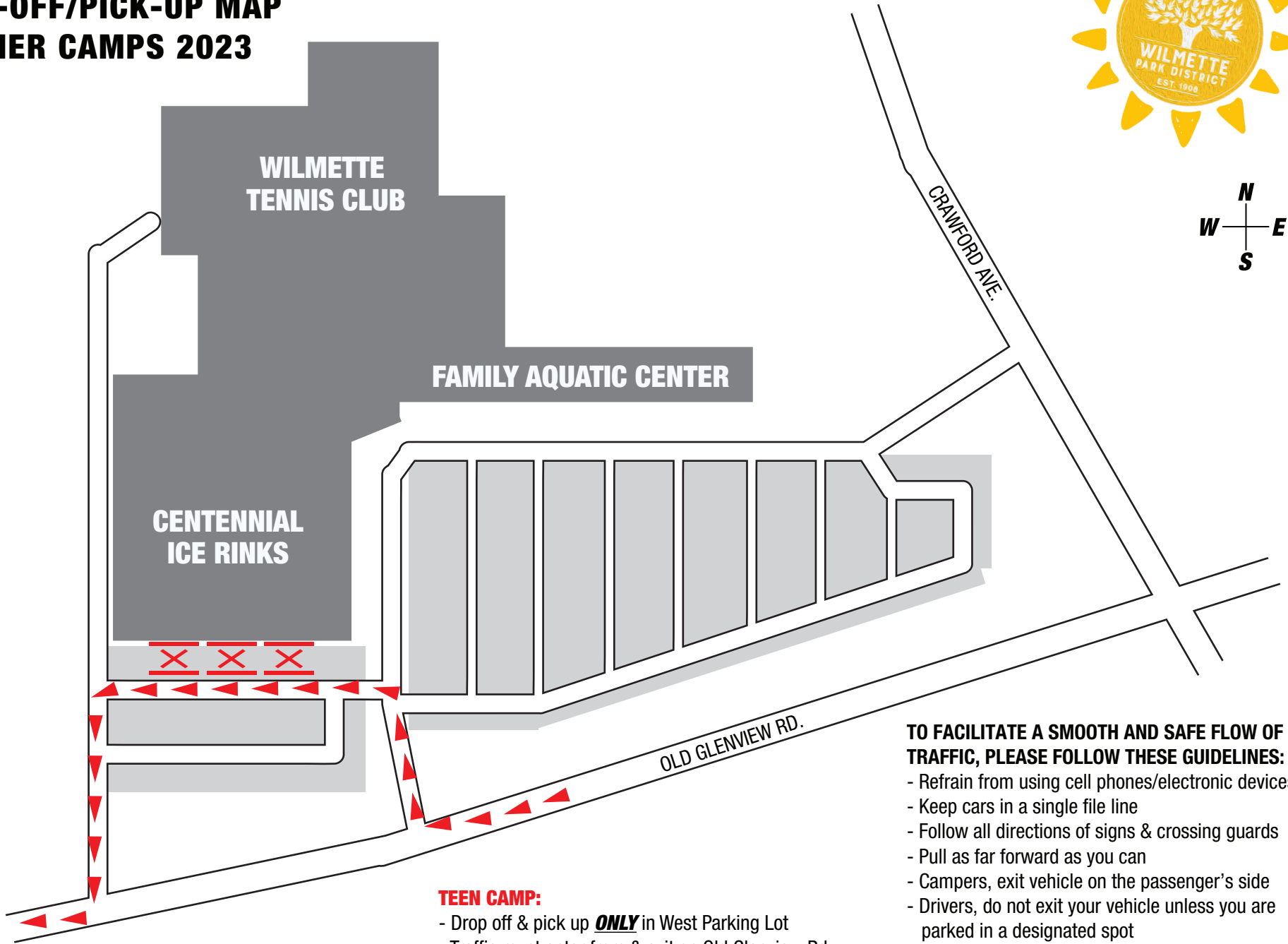
06 07 08 09 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30 31

CENTENNIAL RECREATION COMPLEX
DROP-OFF/PICK-UP MAP
SUMMER CAMPS 2023



TEEN CAMP:

- Drop off & pick up **ONLY** in West Parking Lot
- Traffic must enter from & exit on Old Glenview Rd.

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: **Teen Camp**

COUNSELOR/GROUP: