

WILMETTE PARK DISTRICT

CAMP

WIGGLEWORMS

2023 **CAMP MANUAL**

WIGGLEWORMS



Dear Camp Families,

Welcome to Camp Wiggleworms! 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

8 Week Session – June 12-August 5
4 Week Session 1 – June 12-July 7
4 Week Session 2 – July 10-August 4
2 Week Session 1 – June 12-June 23
2 Week Session 2 – June 26-July 7
2 Week Session 3 – July 10-July 21
2 Week Session 4 – July 24-August 4

Camp Location

Wiggleworms is located at Wilmette Junior High School, 620 Locust 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 Early Bird or After Camp. Early Bird begins at 7:30 a.m. After Camp is available until 6 p.m.

Camp Directors

Director: Lauren A.

Assistant Director: Kate S.

Email: wiggleworms@wilpark.org, Phone: 224-725-9278

Drop Off & Pick Up

Drop off and pick up take place at Wilmette Junior High School. 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

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:
Lauren A.

**Assistant
Director:**
Kate S.

wiggleworms@wilpark.org
224-725-9278

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 wiggleworms@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 224-725-9278.

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 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.

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, which is every Tuesday.

Pool Visits

Campers will participate in free swim at Centennial Aquatic Center on **Mondays, Wednesdays, and Fridays.** Please note that there will be no free swim the first day of camp. 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.

Swim Lessons

Campers will participate in swim lessons on **Tuesdays and Wednesdays.** These lessons are included in your camp fee. Please send your child to camp with their swimsuit on under their camp clothes, as lessons start first thing in the morning. Swim lessons begin at 10:15 a.m.

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
Morning Drop Off	Morning Drop Off	Morning Drop Off	Morning Drop Off	Morning Drop Off
Art Craft	Swim Lessons	Swim Lessons	FIELD TRIP DAY!	Art Craft
Lunch	Gilson Beach	Art Craft		Playground
Free Swim	Lunch	Lunch		Lunch
Playground	Group Activity	Free Swim		Free Swim
Pick Up	Pick Up	Pick Up	Pick Up	Pick Up

When Weather is Bad or Severe

Rainy Days: Camp meets inside on rainy days. **(Insert specific drop off procedures here)**. 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 WIGGLEWORMS



SUN MON TUE WED THU FRI SAT

				01	02	03
04	05	06	07	08	09	10
11 WEEKLY THEME All About Me!	12 Family Craft	13 Swim Lessons GILLSON BEACH	14 All About me Craft Swim Lessons Free Swim	15 Field Trip to Haunted Trails	16 Show and Share Free Swim	17
18 WEEKLY THEME Sports Week!	19 Sports Craft Free Swim	20 Swim Lessons GILLSON BEACH	21 Swim Lessons Free Swim	22 Field Trip to Canlan Sports Complex	23 Jersey Day Super Sport Stations! Free Swim	24
25 WEEKLY THEME Safari Week!	26 Safari Craft Free Swim	27 Swim Lessons GILLSON BEACH	28 Swim Lessons Free Swim	29 Field Trip to Safari Land	30 Safari Scavenger Hunt Free Swim	01

JULY WIGGLEWORMS



SUN	MON	TUE	WED	THU	FRI	SAT
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02	03	04	05	06	07	08
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WEEKLY THEME

No Camp!

No Camp!

Swim Lessons
Free Swim

Field Trip to Mystic
Waters

Water Balloons
Free Swim

Water Week!

09	10	11	12	13	14	15
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WEEKLY THEME

Thanksgiving Craft
Free Swim

Swim Lessons
GILLSON BEACH

Valentine's Day Craft
Swim Lessons
Free Swim

Field Trip to
Brookfield Zoo

Halloween in July!
Dress up as your
favorite animal
Free Swim

Holiday Week!

16	17	18	19	20	21	22
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WEEKLY THEME

Fairytale Craft
Free Swim

Swim Lessons
GILLSON BEACH

Swim Lessons
Free Swim

Field Trip to
Enchanted Castle

Dragon Egg Hunt
Free Swim

Fairytale Week!

23	24	25	26	27	28	29
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WEEKLY THEME

Outer space Craft
Free Swim

Field Trip to Chicago
Dogs Baseball Game

GILLSON BEACH

Alien Craft

Science Craft

Outer space/Tie Dye
Week!

30	31					
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WEEKLY THEME

Free Swim

GOODBYE TO CAMP

AUGUST

WIGGLEWORMS



SUN MON TUE WED THU FRI SAT

		01 Swim Lessons GILLSON BEACH	02 Swim Lessons Free Swim	03 Field Trip to Peggy Notebaert Museum	04 KONA ICE TRUCK FIELD DAY ACTIVITES	05
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		

WILMETTE JUNIOR HIGH SCHOOL DROP-OFF/PICK-UP MAP SUMMER CAMPS 2023

Junior Day Camp:

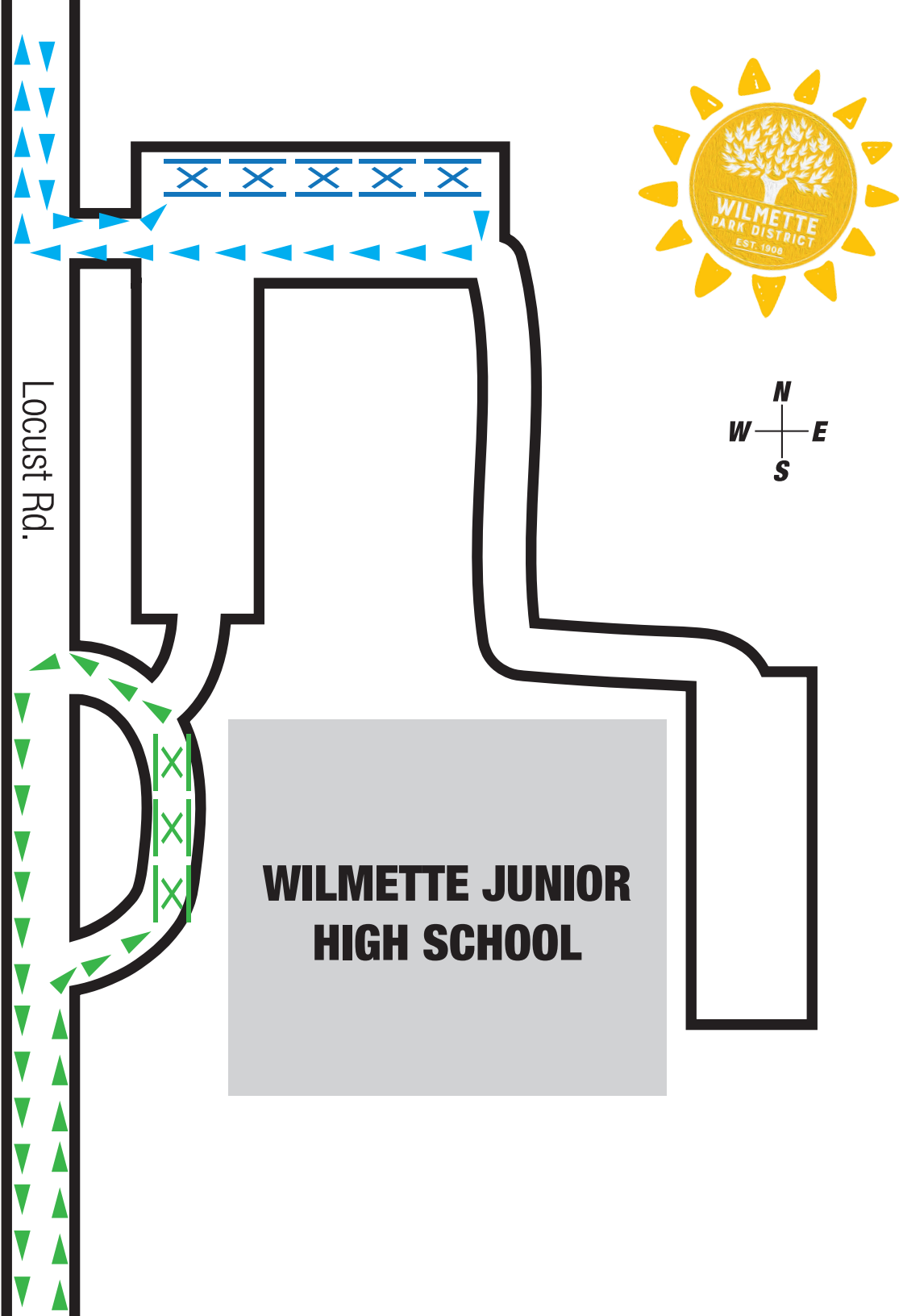
- Drop off & pick up **ONLY** in North Parking Lot
- Drop off no later than 9:15 A.M.
- Traffic must **ONLY** enter from the NORTH & exit to the NORTH on Locust Rd.

Wiggleworms:

- Drop off & pick up **ONLY** in South Traffic Loop
- Drop off no later than 9:15 A.M.
- Traffic must **ONLY** enter from the SOUTH & exit to the SOUTH on Locust 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 curb side to avoid walking between vehicles
- Drivers, do not exit your vehicle unless parked in a designated spot
- CAMP TRAFFIC IS ONE-WAY - please follow directional flow of traffic



CAMPER NAME:



CAMP: **Wiggleworms**

COUNSELOR/GROUP:

CAMPER NAME:



CAMP:

COUNSELOR/GROUP: