



# Summer Day Camp Parent Packet

*Updated 6/23/2020*

Welcome to the Four Seasons Health Club Summer Day Camp. Our staff is ready for a fun and exciting summer with your children. Please read this packet carefully as you will find important information in it. Our goal is to provide a fun and safe camp experience while creating great memories for your child. Summer Day Camp is offered to Four Seasons Members. Members may register online for camp using your child's myclub account. Priority Registration for past campers begins Monday, June 29<sup>th</sup>, if spots are still available registration will open for all Wednesday, July 1 at 8am. After Members register online for the 6-week session, they must come into FSI to set-up their monthly payment plans the first week of camp (July 6-July 12). Campers must register for the full 6-week session.

In this packet you will find detailed information about our Summer Day Camp. Once you register your camper, please be sure to download the Brightwheel App. We will be using this app all summer long for communication and to collect information about your camper including emergency contact information, approved pick-ups, and more. All information in Brightwheel must be entered before the first day of camp. More information on how to use Brightwheel will be sent out after registration is complete.

## 1. STAFF

Recreation Manager, Samantha Nelson, 309-663-2022 ext. 124

The camp staff are mature college and high school students. We maintain a camper to staff ratio of 10:1, with an additional counselor to assist. Staff have been given a background check, completed training in CPR, first aid, and AED.

## 2. SUMMER 2020 SCHEDULE

Summer Camp will run daily Monday-Friday 7:00 AM until 6:00 PM. The first day of camp is Monday, July 6 the last day is Friday, August 14.

## 3. LOCATION

Four Seasons I on 904 Four Seasons Road in Bloomington, IL 61701

Age Groups: Grades K-2, Grades 3-5, Grades 6-8. Please register based on the grade your child is entering in the fall. Meeting locations for the age groups will be announced on the Brightwheel App.

## 4. CAMP FEES

Full 6-week program	\$175/week/camper
---------------------	-------------------

*\*Non-members must pay a \$50 activation fee*

## 5. TYPICAL DAILY SCHEDULE

Morning free time begins at 7:00 AM until approximately 8:30 AM. From 8:30 AM – 3:30 PM, time is spent at Four Seasons I, including lunch time. Children will have the opportunity to participate in a variety of organized activities in small groups or as a camp.

A schedule will be available every Friday afternoon outlining each day's activities for the upcoming week. Schedules will be posted on the Brightwheel App.

## 6. FIELD TRIPS

Campers will participate in field trips (Field trips are limited due to COVID-19). Make sure to check the weekly schedule for each field trip time. In some cases, morning and afternoon free time may be adjusted to accommodate travel time. Campers must arrive at least 30 minutes before the departure time to participate in the field trip.

## 7. DROP OFF AND PICK-UP PROCEDURES

Each day your child should be dropped off at Four Seasons I between the hours of 7:00 AM and 8:30 AM. Upon arrival, your child will check in at the front desk and will immediately go to the gym, unless told otherwise. **You must always check-in at the front desk, even if joining camp later in the day.** Your child may be picked up from the gym between the hours of 4:00 and 6:00 PM, unless other arrangements have been confirmed with Day Camp staff. Only those adults

listed on the Brightwheel App will be allowed to pick up your camper. You must come inside the gym to sign-out the children, unless told otherwise.

If you need to pick-up or drop-off your child at another time, please see the schedule for our location and communicate on the Brightwheel App. Informing the staff ahead of time is helpful so they can have your child prepared. *\*Please refrain from parking by the front doors when dropping off and picking up your child.*

## **8. LATE PICK-UP POLICY**

The Day Camp staff will supervise children who are left beyond the scheduled pick-up time (6:00 PM) until a parent or authorized adult on Brightwheel arrives. However, late pick-ups will result in a fee. Payment of the late fee (\$20) will be charged to the card on file. If you have any questions, please call Samantha Nelson at 309-663-2022 ext. 124 or email at [samantha@4seasons-club.com](mailto:samantha@4seasons-club.com).

*\*If a child is left consistently (3 times) after 6pm, the child/children will be terminated from the program. If a participant is left more than 30 minutes after the end of camp and we are unable to reach a parent or other pick-up person, the police department will be contacted.*

## **9. UNAUTHORIZED DEPARTURE**

In the event that a camper leaves or runs away from the Day Camp program without authorization, the following steps will be taken.

1. Day Camp staff will encourage the child to return voluntarily.
2. The Police will be called to locate the child because Day Camp staff are not permitted to leave the grounds when children are present.
3. The parent/guardian will be contacted. If they are not available the emergency contact will be called.
4. Camper may be subject to discipline action for reoccurring unauthorized departures.

## **10. FOOD**

Please have your child eat breakfast *prior to arriving at camp*. Campers are required to bring a labeled water bottle and labeled lunch daily. The Day Camp staff will provide an afternoon snack. Please note, **Four Seasons is a peanut free environment** so please refrain from packing foods that contain peanuts. Also, please pack a morning snack if your child will need it. Four Seasons has vending machines and some field trip locations offer concessions, so you may send your child with money if you wish. *The Day Camp staff is not responsible for any money!*

## **11. ATTIRE**

Due to the active nature of day camp, all participants are required to wear tennis shoes daily. Flip flops may be packed for swim and water days. Slip-on tennis shoes, backless tennis shoes or those with zippers rather than shoelaces do not provide adequate ankle support and participants are not encouraged to wear them to camp. Dress should be appropriate for play and active/outdoor activities. Please do not send your child in brand new clothes. Skirts and dresses

are also discouraged. Be aware of daily weather conditions and send your child appropriately dressed. Please pack swim wear every day in case we play water games.

## **12. PERSONAL PROPERTY**

Please note that the Day Camp staff is not responsible for camper's property while at camp, so items such as money, gaming cards, electronics, etc., are brought at your own risk.

## **13. DISCIPLINE PROCEDURES**

Campers are expected to treat everyone with respect. Disruptive behavior, physical confrontation, theft, vandalism, and verbal abuse will not be tolerated.

1. Verbal warning from staff
2. Time-out (various length) enforced by staff
3. Staff will speak to program supervisor and supervisor will meet with participant
4. Staff or program supervisor will speak to participant's parents or participant may be written up (3 maximum)
5. After 3 behavior reports, supervisor will contact parents to let them know participant will not return to program and no refunds will be given

Physical aggression/inappropriate touching towards staff or other participants will not be tolerated at camp and the camper will be suspended and possibly removed from camp depending on circumstances!

## **14. CONCERNS**

Any trouble or changes your child has at home may affect behavior during camp. Please keep the staff informed of any unusual circumstances so we can be sensitive to your child's needs. If necessary, feel free to discuss issues privately with a staff member away from your child, staff or others in the program.

## **15. COMMUNICATION**

If you have any concerns regarding the program and/or your child, please speak to the Recreation Manager, Samantha Nelson. Any questions concerning fees can also be directed to Samantha Nelson.

Summer Day Camp will be using the Brightwheel App for all communication over the summer. Parents must download this app in order to check-in/out your kids as well as stay informed of the weekly schedule and any announcements. More information about how to work the app will be sent out closer to the start date of camp.

## **16. ILLNESS**

Any child who shows signs of illness will not be allowed to attend camp. Children will not be admitted if they display any of the following symptoms:

1. Temperature of 100 degrees Fahrenheit or higher
2. Vomiting

3. Diarrhea
4. Redness in whites of eyes, or discharge from eyes
5. An unexplained rash
6. Signs of bodily pests, such as lice
7. Unusual discomfort/irritability/exhaustion
8. Discharge of mucus from nose that is not clear in color
9. A persistent or phlegm-resonating cough

If a child becomes ill while at Camp, a parent will be notified, and must remove his/her child from Camp. The child must be symptom free for 24 hours from the onset of symptoms before his/her return.

If your child contracts a contagious illness (Strep, Chickenpox, etc.), and has recently been present at Camp, please alert the Camp counselors or the Recreation Manager immediately.

## **17. PROGRAM PLAN CHANGES**

In the event that a change must be made to the weekly schedule, Day Camp staff will notify parents as soon as possible on the Brightwheel App.

In the case of inclement weather on field trip days, parents will be notified of changes as soon as possible.

## **18. EQUAL ACCESS**

No eligible participant shall, on the bases of race, sex, creed, national origin, or disability be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege, advantage or opportunity.

Upon registration or entry into the program, the parent/guardian will be required to inform Day Camp staff of any special accommodations needed.

## **19. GENERAL INFORMATION**

1. Bring a lunch every day to camp unless specified otherwise in the weekly schedule.
2. Weekly schedule for the following week will be posted Fridays on the Brightwheel app.
3. Bring a swimsuit, and towel every day as well as extra clothes.
4. Be sure to download the Brightwheel App! This is how all communication is done. Parents must provide medical information and authorized adults to pick-up your camper(s).
5. Do not send valuable or special toys to Camp with your child.
6. Label everything that your child brings. We recommend you send your child with a backpack to carry their belongings.
7. Communicate on Brightwheel if your camper will not be following the regular camp schedule.
8. Dress should be appropriate to be around paint, markers, etc., and to play inside/outside.
9. Please have your child wear lace-up tennis shoes!

10. As a reminder, lunch will begin at 11:30 AM every day. Please be sure your child eats breakfast before coming to camp.