



# NISRA

Northern Illinois Special Recreation Association

## NISRA SUMMER DAY CAMP



## GENERAL PARENT INFORMATION



### NISRA CORE VALUES

FUN\*PROFESSIONAL\*COMPASSIONATE\*TRUSTWORTHY\*INNOVATIVE

## **COMMUNICATION / CONTACTING CAMP STAFF**

If you need to talk to the site director or get a message to your child's counselor, please call the NISRA office 815-459-0737 and we will get a message to the camp. Morning messages are forwarded to camps by approximately 10:00am each day. Emergency messages will be forwarded as soon as possible.

Timely transportation communication is vital to NISRA's pick up and drop off schedule. Please call the NISRA office immediately if you will be late or in the case of an emergency.

We suggest that campers who are non-verbal bring a notebook to camp daily for the counselor and parents to communicate. Daily notes will be sent home to inform you of your child's progress and interests at camp. Weekly newsletters will contain important news and information to help you stay informed.

*Please label everything!* Campers should wear comfortable clothes to camp every day. Sandals are not recommended. Gym shoes and socks are preferred. All campers will receive a camp T-shirt. Please have your child wear this t-shirt for special events.

A weekly newsletter, now available on our website-[www.nisra.org](http://www.nisra.org), will inform you of camp activities.

## **WHAT TO BRING EVERYDAY**

- ✓ Camp bag (please check bags daily for important information)
- ✓ Sack Lunch and beverage
- ✓ Swim suit/Towel/Swim Diapers (if applicable)
- ✓ Water Bottle
- ✓ Sunscreen (please apply before camp)
- ✓ Change of clothes
- ✓ Diapers/Wipes (if applicable)
- ✓ Medication (if applicable)
- ✓ Notebook (optional -to communicate with staff)

Lunches should be clearly labeled with child's name. Camp sites do not have the ability to heat food. Please do not send valuables, toys or money to camp. Staff will take special care to assist campers with their belongings; however, NISRA will not be responsible for any items lost at camp. *Please label everything!*

## **WHAT NOT TO BRING TO CAMP**

No staff, camper, parent, visitor, or anyone else coming onto camp grounds may bring any alcohol, drugs, animals or weapons. Anything perceived as such will be confiscated and given to authorities or to parents or guardians. NISRA provides all sports equipment so please have your camper leave all sports equipment at home.

## **CHECK IN/CHECK OUT**

If you will be bringing your child to camp, you will be asked to sign him/her in and out of camp each day. Please take the time to do this in order to ensure the safety of all campers. If your child is riding the bus, the driver will be asked to do this to verify arrival and departure.

## **ABSENT POLICY**

If your child will be absent or arriving late to camp, please notify the NISRA office.

## **LATE POLICY**

Parents/guardians must pick up camper at the time designated in the camp brochure. Arriving late creates additional staff costs and may result in staff being late to other work obligations. There will be one reminder given and then a fee of \$10.00 will be charged for up to 15 minutes of tardiness; \$20.00 for more than 15 minutes of tardiness.

## **TRANSPORTATION**

If your child is signed up for transportation, a transportation confirmation letter with pick-up/drop off times will be mailed by June 4th. If you do not receive this information by June 6th, please call the NISRA office and ask to speak with the Transportation Coordinator.

It is NISRA's policy that children must be accompanied by a parent/guardian or authorized adult when picking up or dropping off from camp. The bus will wait at the pick-up/drop-off point for 5 minutes. If no one is present, the child will be dropped off at the NISRA office. If no one is at the NISRA office, the child will be dropped off at the local police department.

If your child will not be going home on the bus, we must have written permission from parent/guardians. NISRA will not release children from camp or any pick up / drop off location to someone other than a parent/guardian. Written permission must be provided to NISRA prior to the start of camp so that there is time to get a copy to the camp staff.

If your child's bus needs have changed since registering or has additional special equipment needs, i.e. harness, car seat, booster, wheelchair access, air conditioning, please notify the NISRA office immediately.

## **BEHAVIOR EXPECTATIONS**

Although NISRA recognizes that many campers have special behavioral challenges, guidelines have been established to ensure the safety and enjoyment of all campers. NISRA campers are expected to demonstrate appropriate behavior during camp. The behavior code of conduct expects summer day campers to:

1. Show respect to all campers and counselors, and take direction from counselors.
2. Refrain from using abusive language.
3. Refrain from causing bodily harm to self, other campers and counselors.
4. Show respect for equipment, supplies, and facilities.

A positive approach will be used regarding discipline. NISRA will work closely with parents/guardians to develop behavior management plans. If inappropriate, disruptive or destructive behavior occurs, a prompt resolution will be sought. NISRA reserves the right to suspend or dismiss any camper whose behavior endangers the safety of him/herself or others. If your child is hospitalized for behaviors during summer day camp, please contact Manager of Summer Day Camp before he/she returns to camp.

### **MEDICATION**

If your child will need to take medication during camp hours, you must complete the Medication Permission Form, available at the NISRA office or available on the website.

#### **DO NOT send medication in camper's lunch.**

**ALL** medications must be sent in a child proof pharmacy provided bottle with the dosage information printed on the label. Your pharmacy will usually provide you with an additional empty bottle to use for camp medication. Please make arrangements prior to the start of camp to get your campers medication to the NISRA office. If unable to do so, medication must be handed directly to a NISRA camp staff (please ask for the Site Director) or NISRA bus driver at the pick-up point and it will be locked in a secure location at camp. Please send the weeks supply of medication on each Monday.

### **MEDICAL PROCEDURES & EMERGENCIES**

All site directors are trained in First Aid & CPR and carry a first aid kit. In the case of minor injury or illness, basic first aid will be provided and parent/guardian will be notified, via phone call or note home. In the case of a more serious emergency, staff will call 911 and parents will be notified immediately. Please provide alternate phone numbers if you cannot be reached during the day.

**If a camper experiences any degree of seizures and does not have a current Seizure Questionnaire on file with NISRA, please fill out the questionnaire located at the back of the summer day camp brochure or call the NISRA office to have one sent to you. If the camper has an existing seizure plan that is used at school you may attach it to the questionnaire as additional information.**

### **Camp Staff**

NISRA camp staff are selected based upon their previous recreation experiences, ability to teach and adapt activities, and enthusiasm for working with children. Staff at the camps include high school and college students, and college graduates who are working in special education or related fields. Illinois State Police background checks are completed on all NISRA employees. Camp staff and volunteers attend a comprehensive orientation. The orientation covers general information about disabilities, adapting activities, behavior management, lifting and transferring participants, first aid and emergency procedures. Each staff member also receives a NISRA Summer Day Camp Policy & Procedure Manual.