



Camp Oh-Pea-Dee
Parent Handbook
2024

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Message from the Recreation Program Coordinator,

Welcome to the Oregon Park District's Camp Oh-Pea-Dee. I understand that childcare is an important (and sometimes stressful) decision for your family. We are here to provide your child with meaningful recreational experiences to help them grow in a safe and fun environment!

In our program, your child will take part in themed events, physical activity, unique crafts, positive peer interaction, and much more! I believe that every child has the potential to be great and will benefit from our vast assortment of activities.

This handbook will give you a basic overview of the programs, policies, and procedures. If you have any question or concerns, please reach out to me at kelley@oregonpark.org or by calling (815)732-3101!

I am thrilled to welcome your child into Oregon Park District Programming!

Kelley Huston
Recreation Program Coordinator



Oregon Park District's Mission Statement

'To Provide community-focused social and recreational activities through exceptional programs, parks and facilities'



Philosophy and Goals:

The program is committed to providing a recreational based program. It is the goal of our school-age childcare programs to help the participants:

- Develop experiences that promote cognitive, social, emotional, and physical development.
- Develop autonomy, self-esteem, independence, and social skills.
- Experience sharing with others, learn positive interaction with fellow participants and the staff, and understand individual's rights and feelings.
- Develop fine motor skills through the use of puzzles, games/activities. finger-painting, crayons, etc. while also developing gross motor skills through creative movement, physical activities, etc.





Camp Oh Pea Dee

"Our full day summer camp"

Camp Oh-Pea-Dee day camp is designed for students entering grades K - 6th. Camp registration and fees align by different sessions. The camp runs daily everyday, except for Memorial Day and the week of 4th of July. The program begins at 7:30am and ends at 5:00pm. We provide lunch on Mondays, Tuesdays and Thursdays after June 4, and a snack each day. Children should pack a lunch on Wednesdays and Fridays, that is peanut-free as we have campers with dietary restrictions. Microwaves are not available. The use of ice packs is strongly encouraged. Campers should bring a reusable water bottle each day and a small backpack is encouraged to keep track of swimsuits and other belongings.

Each day is structured full of activities from 8:30am-4:00pm. Field trips are each Wednesday (Thursday on Week 6) and will sometimes include lunch. Fridays will be spent at Oregon Park West enjoying the many activities there. Other activities include, swimming at Nash, visiting local parks and so much more!

Parents must register for camp in advance. Registration for Camp Oh-Pea-Dee is available online or by phone (815) 732-3101. Parents can choose to pay in full at the time of registration or select the Summer Camp Payment Plan. The payment plan allows you to reserve your child's spot in summer camp with a \$10 deposit per session and with the rest of the payment automatically invoiced to your card on file ten (10) days prior to the session.

Sample Daily Camp Schedule
Mondays, Tuesdays, Thursdays

- 7:30 Camp Begins, Free play
- 8:30 Activity Time
- 10:00 Library Visit (Tue)/Activity continues (Mon/Thu)
- 11:30 Lunch
- 12:00 Relax and Read
- 1:00 Swim (Mon/Thu)/Activity Time (Tue)
- 2:30 Activity Time
- 3:00 Snack
- 3:30 Activity Time
- 4:00 Free Play, pick up begins
- 5:00 Camp Ends

Sample Daily Camp Schedule
Wednesday

- 7:30 Camp Begins, Free Play
- 8:30 Prepare for field trip/depart for field trip
- 9:00-2:30 Field Trip (locations TBA)
- 2:30 Return to Nash
- 3:00 Snack
- 3:30 Relax, Read, Journal
- 4:00 Free Play, pickup begins
- 5:00 Camp Ends

Sample Daily Camp Schedule
Friday

- 7:30 Camp Begins, Free Play
- 8:30 Walk to Park West
- 9:00-2:30 Enjoy the park
- 2:30 Walk back to Nash
- 3:00 Snack
- 3:30 Free Play pickup begins
- 5:00 Camp Ends



General Information

Location

Camp Oh-Pea-Dee is located in the Prairie Room at the Nash Recreation Center.

Dress Code

All participants should dress in comfortable, weather appropriate clothing. Children with clothing that is not deemed age-appropriate by ET staff, will be required to change. Gym shoes or close toed sandals are required for all the school age childcare programs. Sandals/flip flops are only allowed at the pool. Red shirts will be required on Wednesdays (Thursday for Week 6) for field trips.

Arrival Procedures

Parents should walk their children to the Prairie Room and sign them into Camp.

Dismissal Procedures

- Parents picking up children must walk to the Prairie Room and sign their child out with a staff member after 4:00 pm.
 - Only individuals authorized by the parent in writing may pick up a child. If the individual picking up a child is unrecognizable, the staff will check ID's and may contact the parent.
 - All participants must be picked up by 5:00pm (Summer Camp)
- Every fifteen minutes a parent is late picking up after these times results in a \$15.00 charge. Example: 5:01pm - 5:15pm = \$15.00, 5:16pm - 5:30pm = \$30.00, etc.

If a participant is not picked up after 15 minutes and all contacts on their profile are unreachable, our next step is to call the Oregon Police Department for assistance.



Absences

A parent/guardian must call Nash at (815)732-3101 or email Kelley@oregonpark.org at least 2 hours before the start of the program if a child will be absent. We cannot accept information relayed from their siblings while at the program. Fees will not be prorated or refunded due to non-attendance.

Personal Belongings

Children are not allowed to bring personal items. If personal items are brought to the program, children must keep them inside their backpacks. Parents will be informed of dates when exceptions to this rule may apply. This includes smartwatches and cell phones. OPD is not responsible for damaged, lost, or stolen items.

Lost & Found

All children's belongings should be labeled with proper identification. If a child loses an item and the staff locates it, it will be placed in the lost and found area outside the ET room. The Oregon Park District and all staff are not responsible for damaged, lost, or stolen items.

Calendar/Pictures

Each week we provide a newsletter of all the upcoming activities and field trips that are planned. The Oregon Park District reserves the right to take photographs of participants. The district has the right to copyright, use and publish the same in print and/or electronically. The district may use such photographs of the participants for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content.



Emergency Contacts

Parents are required to provide emergency contacts at time of registration.

Emergency contacts will be reached when we are unable to reach parents at the numbers you have provided and include reasons including but not limited to: if your child is sick, injured, or has not been picked up when the program ends. If there are any changes or additions to the emergency contacts, please contact Kelley@oregonpark.org or by phone at (815) 732-3101.

Parent Communication

Communication between the staff and parents is very important. It is essential that parents inform the staff of any changes in a child's daily routine: problems at home, illness, etc., as they may affect behavior during the program. Exchanges of information between the staff and parents provide insight for both parties. We will utilize Class Dojo this summer as another means of communication. Notify the Recreation Program Coordinator, Kelley, if a meeting needs to be arranged to discuss any unique situations.

Illness

For the protection of all children, your child must not be brought to the program if showing any of the following symptoms: fever, diarrhea, vomiting, or a rash. Parents should exercise every precaution and keep their child home for 24 hours once these symptoms have occurred. The staff will take your child's temperature on site if they are displaying signs of illness. If a temperature is 100 degrees or above, we will contact the parent and/or emergency contacts to have the child picked up immediately. If a fever of 104 degrees or above is found, we will call 911 and then contact the parent. The child may not return to camp until they are clear of a fever/symptoms for 24 hours.



If the child has a contagious disease, he/she should be kept at home and you must report the condition to the Recreation Program Coordinator, Kelley, immediately. Included in this category are conditions recognized as "highly contagious" such as COVID-19, strep throat, pin worms, measles, mumps, chicken pox, scarlet fever, head lice, etc. Parents will be informed of such illnesses that are reported to staff via e-mail, phone call, or letter.

Medicines

Necessary medicines may be administered to a child at the program upon indication at time of registration. Such medications shall be administered according to medication package instructions and shall be labeled with the child's name and date. Any differences in medication procedures from parent instructions and packed instructions will not be given without a written doctor's note. Please hand any of the above necessary medications to a staff member for it to be placed in the appropriate medicine cabinet. If the medication needs refrigeration, please let the staff know at that time.

Prescription medications must be brought in its original container and labeled with the child's name, directions for administering the medication, the date, the physicians name, the prescription number, and the drug store or pharmacy. Please never send your child to the program with medications in a lunch, backpack, or let the child carry it to self administer the medication. Every kind of medication, including aspirin, etc., must be turned into staff by the parent for the safety of your child and other children at the program.

OPD Program Refund Policy

To withdraw a child from a session of summer camp, a refund application must be submitted online. A full refund, less the 10% non-refundable deposit, will be granted if the application for refund is filed at least 14 days before the scheduled start of the session. If the session was not yet paid but scheduled to be automatically withdrawn from the refund applicant, the scheduled invoice will be terminated. Refunds will not be granted after the 14 days prior unless due to a medical note or emergency. All refunds are subject to the program coordinator's approval. A full refund will be issued if the Park District reschedules or cancels a session.

Special Needs

If your child has any special needs, please make the staff aware of this by noting it at time of registration. Special needs might include, but are not limited to: ADD, ADHD, asthma, food allergies, behavior disorder, or any other mental/physical disability. It is imperative that you let us know about the needs of your child so that they can have the best possible experience in the program! We will make every reasonable accommodation we can to provide a meaningful experience with those with special needs. However, they are still responsible for following our basic rules.

Rules

Five basic rules we have for the children in program are:

Be respectful of staff/peers.

Keep hands & feet to self.

Clean up after yourself.

Use your inside voice.

Walking feet only.

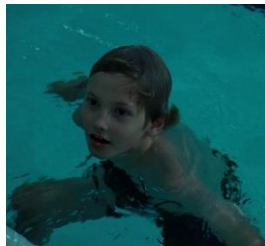
While at the program, children must:

Not use inappropriate, abusive, or foul language.

Not show any aggressive behavior (retaliatory or not)

Not show continuous disruptive behavior.

If a child engages in behavior(s) which may result in bodily harm to others, we will document via write-up forms, follow up with the parent and potentially schedule a meeting. If such behavior warrants it, immediate suspension or termination may result and will not entitle the parent to a refund.



Code of Conduct

Participant Code of Conduct:

It is important for participants to learn and respect the limits of acceptable behavior at the Oregon Park District's programs and elsewhere. Discipline is creating inner controls of the child. Our goal is to encourage positive behavior and self-discipline within each child.

Disciplinary Action

The role of the staff is to lead participants toward self-discipline and self-direction. Supervised time-outs may be used as a means to calm the child, allowing the child to regain control in a dignified and thoughtful manner. There will be no cruel/harsh punishment or treatment. Each situation is unique and we will scale discipline with the severity of the offense.

If unacceptable behavior continues, the following procedures must be taken:

1st Offense

Verbal warning

2nd Offense

Final warning (Verbal)

3rd Offense

Time-out from activity

Parent/Guardian may be notified at time of pickup

4th Offense

Participant removal from program (Day/Week)*

Complete a write-up

*The severity of the offence will determine whether or not the child is sent home for the day/week. At this time, termination from the program may be considered.

This program is not licensed or regulated by DCFS.

Firearms are prohibited on the premises.

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