LAKE FOREST

PARKS AND RECREATION

Parent Manual

WELCOME!

Dear Parents:

The Lake Forest Recreation Department and all of us at Everett Explorers Summer Camp are looking forward to having your child in our summer camp program. We have planned a summer full of exciting and creative activities.

This Parent Manual was developed to assist you in preparing you and your child for the program. Please read the manual thoroughly and keep it in a convenient location so you may refer to it as necessary. The enclosed forms must be completed and turned in *prior* to the first day of camp. Please note that we cannot accept any campers without receiving all their required paperwork first.

I am Sarah Wenning and am thrilled to be your Everett Explorers Director again this year. I have 15 years' experience as a North Shore Early Childhood Educator and leader. I spent five of those years' experience in Reggio Emilia inspired classrooms, which I loved as a nature and animal enthusiast. I received my BA from Michigan State University and hold an advanced certificate in early childhood administration from Oakton College. When not working, I enjoy gardening, swimming and yoga. Having lived and worked in Lake Forest, I know the community well and I am honored to spend the summer with your children.

If you have any questions about the information contained in this manual, please feel free to contact me at 847.810.3660; wennings@cityoflakeforest.com.

Sincerely,

Sarah Wenning
Everett Explorers Director

Lake Forest Early Childhood Education

Our Mission:

To enhance the social, physical, and cognitive development of each participant through effective use of environment, understanding, communication and community.

Our Core Values:

Kindness. Our mottos are, “Always choose kindness” and “If you don’t have something nice to say, don’t say anything at all.” We also promote good sportsmanship and always say, “Good game” regardless of the outcome.

Respect. We demonstrate our respect towards one another by using polite words including please and thank you. All of our campers are special and we welcome everyone.

Safety. Our camp is a safe zone. We aim to keep our hands to ourselves. We also take care of one another. For instance, if a fellow camper gets hurt, we train our fellow campers to always ask, “Are you hurt? What do you need?” We also practice good hygiene by always washing our hands before eating.

Our Staff:

Our staff are hired and trained to treat each child as the individual that they are. Safety and quality programming are our main priorities. Our programs are designed to support our mission, as well as to cultivate appropriate social skill sets through example focused leadership.

We welcome your family to our program!

EVERETT EXPLORERS

Program description

Everett Explorers is a unique day camp program that allows young children to enjoy recreation activities in a safe and nurturing environment close to home. The program is designed to promote the development of new friendships, the discovery and strengthening of physical capabilities, exploration of the classroom and natural environments, as well as cooperative, team-centered learning.

Each week will include the exploration of these things through crafts, movement, athletics, science exploration, storytelling, and of course, games. Our goal for this camp is to provide a safe and comfortable environment in which your child can grow and develop as a happy, healthy camper.

Program Format and Requirements

All sessions will meet at the Everett Park Facility, located at the Lake Forest Recreation Department annex in the Everett Elementary School parking lot. Please look for our green sign.

Our program is designed for 4-to-6-year-old children.

Our program runs 9AM-1PM 6/8/-7/31/26. There is no camp on 7/3/26.

We have Monday-Friday; Monday, Wednesday and Friday and Tuesday and Thursday options.

Campers need to bring a healthy, peanut-free snack and lunch and filled water bottle daily. We do not have refrigeration for lunches.

It is important that you communicate all camper medical including allergy information to us in writing *prior* to the first day of camp.

Please apply sunscreen to your camper prior to arriving at camp.

Camper expectations

We promote using kind words, sharing, having a safe body, respecting our property and all materials and treating others with kindness and respect. We will set children up to succeed by both role modeling kindness and praising positive camper behavior. It is always our goal to try to resolve all camper issues ourselves first. If a child does not make a good choice, we will use positive reinforcement to help them do so. If your child compromises their safety or the safety of others after repeated redirection, or is inconsolable from

dysregulation, we will ask that the child be picked up from camp. **If we need to reach you during camp hours, please kindly be available to reach via phone, or provide us with back-up contact information.**

Should we need to reach you, please kindly be available. If you are not available to reach via phone, please provide us with back-up contact information.

Everett Explorers Staff

The staff to child ratio at camp is 1:6 with 4 to 6-year-olds to allow for safe interaction with the children. You may reach us during camp hours at 847.810.3660; wennings@cityoflakeforest.com.

Pick up and Drop off Procedure

Enclosed in this packet is a **pick-up consent form**. For the safety of your child, we require this form to be turned in prior to the first day of camp. Each day, the caregiver dropping your child off will need to sign in. Any adult wishing to pick up your child will need to be on your pick-up consent list. If the person is not, we will retain your child at our camp site until we are able to obtain authorization from a parent to release that child. It is your responsibility to indicate if you require photo ID checks for the release of your child.

Sick policy

In order to keep us all healthy, please do *not* send your child to camp if they have any of the following symptoms:

- Runny nose
- Congestion
- Fever
- Cough
- Sore throat
- Nausea or vomiting
- Diarrhea
- Unidentified rash
- Eye discharge

If your child becomes sick during camp, please be available to reach via phone, or provide us with back-up contact information.

Inclement Weather

Everett Explorers will meet each scheduled day. Fortunately, we may provide for a quality camp day rain or shine. In the case of extremely hot weather, our staff will take extra precautions to keep your child as comfortable and safe as possible.

Snacks and Lunches

Each day your child should bring a healthy, peanut-free snack, lunch as well as filled water bottle in a clearly marked bag. The group will take a short break mid morning to replenish their energy. Please remember to pack your child's snacks and lunch daily as we have a very limited amount of extra snacks available. Please remember that we do *not* have refrigeration at our campsite.

Clothing

We will provide each camper with an Everett Explorers T-shirt. Please wear these T-shirts often to show your camp spirit as well as during special events. We love to play and explore, so clothes that restrict movement are not recommended. For your child's safety and enjoyment, please dress him or her in *play clothes* and *closed toe shoes*. The campers will be spending most of their day outside (weather permitting), running, climbing and playing games. We have found that sandals and crocs can fall off or cause a child to lose his or her footing while playing games. Each day, please send a backpack with your child that has a spare set of **labeled** clothing. **Again, please apply sunscreen on your camper *before* sending them to camp each day.**

Be sure to label *all* of your child's camp belongings. We recommend using a permanent marker e.g. Sharpie.

Water Days

Water Days will be held every week on Thursdays and Fridays, weather permitting. Please send your child dressed in their swimsuits underneath their camp clothing on water days. Please note that our staff cannot dress campers.

Events

We will have a few special events scheduled for camp this year. Please stay tuned for details.

Newsletters

I will email you a weekly newsletter. The newsletter will highlight the past week's activities, as well as inform parents of weekly themes, upcoming events, activities, etc. Please take the time to read these newsletters as they will contain good information including helpful reminders and updates.

EVERETT EXPLORERS FAQ

What does my child need to bring to camp every day?
Your child will need the following supplies. Please make sure that everything is clearly labeled e.g. permanent marker:

- Change of clothes
- Peanut-free snack
- Peanut-free lunch
- Filled water bottle
- Towel (for Thursday and Friday water days)
- Sunscreen applied prior to arriving to camp

What do I need to do before camp starts?
The following forms are required to be completed and submitted *prior* to the first day of camp.

Camp and are enclosed with this book:

- Pick up consent form
- Everett Explorers camper information form
- Everett Explorers permission for walks
- Everett Explorers permission to photograph
- Medical Concerns

Please note that all of these forms are enclosed in this packet.

What if I need to have someone pick up my child that is not on the consent list?
If this is the case, you are responsible for letting us know. A written note at drop off is preferred. We will also accept verbal parent consent via the phone or an email to wennings@cityoflakeforest.com.

If you would like to modify your pick-up consent list for the duration of the camp session, this will need to be *in writing* from a parent.

I have more questions. Who may speak with?
You are always welcome to speak with your counselors or me directly. You may reach me at 847.810.3660; wennings@cityoflakeforest.com

Pick Up Consent Form

At Everett Explorers, we want to make sure all of our campers are picked up only by those consented to do so. Pick up is at 1PM sharp daily during camp. Please let us know if you are running late or will pick up your child early. Please complete this form and return it to *prior* to the first day of camp. Please include parents on this list.

Camper name _____

The following people are authorized to pick up my child:

NAME	RELATIONSHIP TO CHILD

The best phone number(s) to reach a parent during camp pick-up times are:

_____

Back-up contact name, relationship to camper and phone number:

_____

Please check one:

☐ I REQUIRE *EVERY PERSON* PICKING UP MY CHILD TO HAVE A PICTURE ID UNTIL THEY ARE RECOGNIZABLE TO EACH STAFF MEMBER.

☐ I DO *NOT* REQUIRE EVERY PERSON PICKING UP MY CHILD TO HAVE A PICTURE ID UNTIL THEY ARE RECOGNIZABLE TO EACH STAFF MEMBER.

Signed _____Date _____

Everett Explorers
Camper Information Form

Camper name _____

Camper likes to be called _____

Has your child previously participated in prior large group drop-off programs/schools?

Does your child have any behavioral issues e.g. anxiety, anger, eloping (running off), etc.? If so, what are your preferred methods for handling such issues?

What are a few of your child's favorite activities?

Please list anything else you would like us to know about your child's interests or needs e.g. limited speech, non-English speaking etc.

Everett Explorers
Permission for Walks

I give permission for my child, _____, to accompany his/her camp on walks in the nearby vicinity. I understand that the Everett Explorers staff will take every precaution to ensure the safety of my child.

_____

Parent Signature and Date

Everett Explorers
Permission to Photograph

My child, _____, may be included in any photos taken while at Everett Explorers. These photos may be used to interpret their camp programs through the media. They may also be used for publicity or in newsletters. Only the Director may photograph my camper for the above purposes only.

_____

Parent Signature and Date

Everett Explorers
Camper Medical Condition(s)

Camper name _____

Please list all medical conditions, recent surgeries, etc.

Please list all food allergies and detailed treatment plans e.g. Epi Pen.

Please list any camper physical accommodations including bathroom or eating assistance.

Please indicate any additional health information that the Everett Explorers staff should know e.g. camper prone to nose bleeds; prone to constipation; wears glasses, eye patch etc.