LAKE FOREST

PARKS AND RECREATION

Twigs

ART CAMP

Parent Manual

Camp Director

Julia Sotos

sotosj@cityoflakeforest.com

Phone number: 224-477-3991

Contact information for Camp Directors

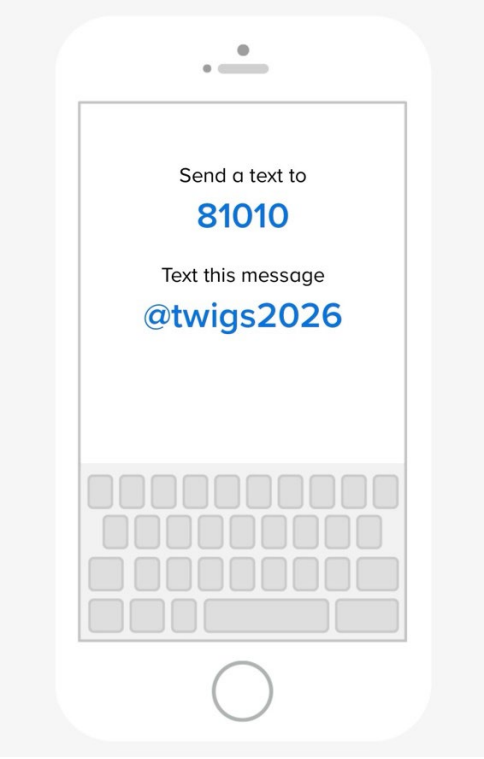
Message: Join Remind (next page)

Email: sotosj@cityoflakeforest.com

Phone (for calls home only): 224-477-3991

There is a link below for instructions to download the Remind App, or instructions to get Remind text notifications. It will be used for announcements regarding the camp and for parents to contact the Camp Director personally. If there are any discrepancies regarding downloading the app feel free to email the camp director

https://www.remind.com/join/twigs2026



Dear Parent(s) and Guardian(s),

Welcome to Twigs 2026! We are looking forward to a fun and exciting summer for your child(ren)! Some of you may be new to Lake Forest Recreation Department camps and some have been coming for years, but, as always, it is important to read through all the information before we begin our camp year as things may change from year to year. Many questions you have will be answered in this manual. We have a very exciting summer of art, performance, and traditional camp games planned. This summer the Twigs showcase performance will be based on *Toy Story*. If you have any additional questions that have not been answered in this manual, please feel free to email me at sotosj@cityoflakeforest.com. Also, be aware that you will be receiving weekly emails, if not more, from that address with updates, pictures, reminders, and exciting news! **Camp this year runs from June 15th- July 30th with an optional first week (June 8th - June 11th)**

CODE OF CONDUCT

It is the goal of Twigs to provide each child with an environment that is safe, secure, nurturing and enjoyable. For us to accomplish this goal, the staff asks that every child treat the other children, staff, facilities and materials with respect. All participants are expected to always exhibit appropriate behavior while participating in Lake Forest Recreation Department programs or activities. Guidelines are designed to provide a safe and enjoyable environment for all participants. Please feel free to talk with our Program Manager (Aaron Dalzot) if you have any questions or concerns.

Participants and parents shall:

1. Show respect to all participants and staff.
2. Refrain from using foul language.
3. Refrain from causing bodily harm to participants or staff.
4. Show respect while using equipment, supplies and facilities.
5. Respect the privacy of others and their belongings.
6. Take direction from program staff.

PARENTAL RESPONSIBILITY

It is the responsibility of the parent or guardian to notify and inform the Recreation Department, at the time of registration, of any medical condition or

disability that may require special consideration by Recreation Department staff. Our goal is to serve your child in the most effective manner possible. Your confidentiality will be respected.

FIRST AID, ILLNESS AND MEDICAL EMERGENCIES

Julia will have a first aid kit on hand at all times in case your camper needs any day-to-day medical attention such as a band-aid. Your consent for the staff to administer first aid to your child is part of your registration agreement.

If your child is sick, we ask that they not come to camp as we do not want them passing their sickness to another. If a child becomes ill during the program, a parent/guardian will be notified and requested to pick up their child. If you are not available, we will call the first person listed as an emergency contact on your child's information form. Your child must be fever-free for 24 hours before returning to the program. In the event of a medical emergency or an accident, we will call 911 for immediate emergency care and then contact the parents/guardian of the child.

Recreation Department employees are not permitted to transport any program participant or injured parties in park vehicles or private automobiles.

CAMP STAFF

Camp is staffed by a highly experienced Camp Director and Counselors who are enthusiastic college and high school students. All camp staff undergo extensive camp training. We are very proud of our staff and think you will feel the same. If you have any concerns about a counselor, please speak to the camp director and not the counselor directly. We are here to ensure your child has a fun and safe summer.

ARRIVAL- Stirling Hall

Children should arrive at camp ***no sooner than 9:00 a.m.*** as staff will be preparing for the day's activities. Staff will be unable to accept children into the program or assume responsibility for them prior to the start of camp. If your child will be late camping, please let Julia know. It is much easier for our staff to accommodate late arrival, but we cannot supervise campers earlier than 9:00.

DEPARTURE- North End of Senior Center Parking Lot

Children must be picked up by parent/guardian at the program’s conclusion. Pick

up time will last from 2:45-3:00 p.m. The Recreation Department does recognize that unavoidable situations occur upon occasion, but we ask that you please come as close to 3:00 p.m. as possible. Please, in case of an emergency, running late, or picking up a child early from camp, contact Julia Sotos and let the staff know that you'll be late. If your child is being picked up by a parent, guardian, or other camper's guardian who does not usually pick them up, please let Julia know and ensure your child is aware. If there is confusion about a pick-up situation, we will contact you.

ABSENCES

If there are already scheduled days your child will be missing camp, please let Julia know at your earliest convenience. On any unscheduled days your child will miss camp, please still email Julia at sotosj@cityoflakeforest.com about it. We will take absences into account while planning activities to attempt to include all camp participants.

TUESDAY & THURSDAY (BEACH DAYS)

Tuesday and Thursday afternoons, we will travel to Lake Forest Beach. Arrival and departure from camp will still take place at Stirling Hall. We will transport campers by bus to and from Stirling Hall. We will be at the beach from 12:00-2:00 p.m.

LUNCH

Each camper should bring a sack lunch and a water bottle every day. Use of a microwave or refrigerator is not available.

DIETARY & MEDICAL CONCERNS

If your camper has any medical allergies, or food allergies please let Julia, and our Program Director Aaron Dalzot know. Epi pens, inhalers, and medicine need to be labeled with a name and given to Julia.

DRESS

Campers should wear comfortable, durable play clothing appropriate for the camp and weather conditions. Remember that much of the Twigs program centers around art. If you would like to send your camper with a smock or large T-shirt to wear over their clothing, please do so. Labeling clothing is recommended to keep lost items to a minimum. Please send your child in shoes that are

appropriate for play. We encourage gym shoes or sandals with a hard sole and back strap. Flip flops may be sent in your child's bag for the beach, but we ask that your child always come with sturdy footwear for activities which may involve running or playing outside.

SUNSCREEN AND BUG SPRAY

Your child needs to be sent with sunscreen applied before arrival EVERYDAY! Sunscreen will be reapplied at least once if not twice a day. If your child needs extra attention with applying their sunscreen (i.e. those exceptionally prone to burning), please notify the camp director.

Please label your child's sunscreen. We balance our time between inside Stirling Hall, outside in the surrounding areas, and under our tent. We do spend a lot of time outside and around trees so I would recommend spraying bug spray before camp as well!

BEACH TRIPS

Twigs campers will go to the beach each Tuesday and Thursday if the weather allows. On days when there is harsh rain and lightning, we will likely plan to move camp to Stirling Hall.

Julia will communicate this change if it is to occur. On beach days, please make sure you send your camper a bathing suit, a towel, and extra sunscreen. Bathing suits can be worn to camp under clothing or counselors can accompany campers to the restrooms to change upon arrival at the beach. They may also pack extra dry clothing and a pair of flip flops. Campers will be able to decide if they would like to swim. If your child is not a strong swimmer, please discuss with them staying where they can easily stand in the lake. If you would like to send your camper with a beach snack or money to buy a snack at the beach, this is allowed.

However, we ask that you let your camper know that sharing money with other campers is not allowed.

FIELD TRIPS AND OTHER SPECIAL EVENTS

Twigs will be attending three field trips and two special events this summer:

Wednesday, June 24th - Santa Village

Wednesday, July 1st - Lincoln Park Zoo

Thursday, July 9th - Night Under the Stars / sleep-under

Thursday, July 16th - Marriott Theater Lincolnshire, A Year with Frog and Toad
Thursday, July 30th - End of Summer Showcase, Toy Story

Drop off and pick up will still be at Stirling Hall. More information about the preparation for these dates will be in our weekly emails.

NIGHT UNDER THE STARS
On Thursday July 9th, we will have the Night Under the Stars event. It is optional for the campers to stay late. It will be from 6pm - 9pm. There will be fun activities, Movie Night, and our Infamous Gold Rush. If 9pm is too late parents are more than welcome to pick up their children early. Drop off and pick up will still be at Stirling Hall. More information about the preparation for these dates will be in our weekly emails.

END OF THE SUMMER SHOWCASE
Thursday, July 30th, parents and families are invited to join their campers for a very special day. The Twigs staff and campers will have been working diligently to put together an exhibition in Stirling Hall that will display all the campers' artwork. Before the exhibition, students will be putting on a showcase performance. Students will be performing selected scenes from Toy Story. We will have made paper portfolios for campers to contain most of the art projects, but please have campers bring a box/bag and extra newspaper for things like ceramic projects and more delicate crafts so they can safely bring home all their beautiful pieces following the end of the exhibition. Be aware that campers will need to bring in clothing items a few days in advance to serve as their costume, but all costumes will be built from clothing items campers already own. Please note that this year's showcase performance will take place during the second to last day of camp.

PERSONAL ITEMS
All personal items (backpacks, tote bags, lunch boxes/bags, etc.) must be clearly labeled with your child's name on it. Please do not allow your child to bring items, such as personal toys, that may be broken, stolen, or lost. **We understand that some campers may have phones but we ask they are put away during camp hours.** Camp is a time to spend playing outside and getting to know others. When phones are out, it creates a less welcoming and more exclusive environment.

LOST AND FOUND

Each day the camp counselors and directors will collect items left behind. We will keep them in one central location. If your child has misplaced an item, please speak with a staff member at drop-off. While counselors will try and help campers stay on top of their belongings, it is your child's responsibility to keep track of their items. After camp ends, all leftovers will be donated to charity. Please label all items that are brought to camp.

DISCIPLINE

When a child is having trouble following directions or being disruptive, they will be pulled aside by a counselor or camp director to discuss their behavior. Under no circumstances will a child be subjected to any form of physical punishment or verbal abuse.

The procedure for handling severe discipline situations involving children in Twigs shall be as follows:

First Occurrence: Counselor/Camp director will talk to the participant and warn of the potential consequences. Parent(s) may be asked to meet with staff for a conference.

Second Occurrence: Camp director will report disruptive or dangerous behavior to the Program Manager. The participant and parent(s) will be advised verbally and a discipline report will be filed. A participant may be required to take a time-out away from the Twigs site for one or more days because of unacceptable behavior.

Third Occurrence: LF Parks and Recreation will notify the participant and parent(s) in writing that Twigs will no longer tolerate the participant's behavior and the participant is either suspended or dropped from the program.

A child may be immediately dropped from Twigs if they put themselves or another child or staff member in danger. If a child leaves Twigs campgrounds without supervision, they may be immediately dropped from the program. No refunds will be given to children dismissed from Twigs.

Quick Reference Guide

Contact information for Camp Director: Julia Sotos

Message: Text @twigs2026 to 81010 to join Remind messaging for announcements and direct messaging

Email: sotosj@cityoflakeforest.com

Phone (for calls home only): 224-477-3991

Stirling Hall Address: 60 E. Old Mill Road Lake Forest, IL, 60045

Twigs dates/times: Monday-Thursday

DROP OFF: 9:00 am

PICK UP: 2:45-3:00 pm

June 15th - July 30th (Optional Week: June 8th -11th)

Twigs

Permission for Pictures

My child, _____, may be included in any picture taken; these may be used to interpret the camp programs through the press or media. They may also be used for publicity or in newsletters. Any such photography will be done under the supervision of the Director and the staff.

_____

Parent/Guardian /date

Twigs

Permission for Walks

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

_____
Parent/Guardian / date

Pick Up Consent Form

At Twigs, we want to make sure all of our campers are picked up only by those consented to do so. Please take the time to complete this form, and return it to your campsite on the first day of camp. <u>Please include parents on this list.</u>

Camper name _____

The following people are authorized to pick up my child:

NAME: **RELATIONSHIP TO CHILD:**

_____

_____

_____

_____

_____

_____

_____

_____

The best number to reach me during camp pick-up time is:

_____

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 **<u>DO NOT</u>** REQUIRE EVERY PERSON PICKING UP MY CHILD TO HAVE A PICTURE ID UNTIL THEY ARE RECOGNIZABLE TO EACH STAFF MEMBER.

Signed _____**date** _____

PLEASE BRING IN THIS FORM THE FIRST DAY OF CAMP!

MEDICAL CONCERNS THAT TWIGS STAFF SHOULD BE AWARE OF CONCERNING YOUR CHILD:

Allergies:

_____

_____

Health Concerns:

_____

_____

Other:

_____

PLEASE TURN IN THIS FORM EVEN IF YOUR CHILD HAS NO MEDICAL CONCERNS!

PLEASE BRING IN THIS FORM THE FIRST DAY OF CAMP!