

# Fun-N-Sun Day Camp

## Parent Handbook



We specialize in creating contagious fun in a safe, friendly environment. Our goal is that Fun-N-Sun Day Camp is a safe place of united friends who enjoy life together! We want your experience and your child's experience at camp to be positive from the start of the day to the end of the day. This handbook will hopefully answer your questions and help you prepare your child for a great summer.

**Location:** Westlake Christian Academy, 275 S. Lake St., Grayslake 60030

**Phone:** 224-541-2009

**Email:** [funnsundaycamp@gmail.com](mailto:funnsundaycamp@gmail.com)

**Website and Registration Link:** [Funnsun.org](http://Funnsun.org)

### Hours of Operation

**Drop-Off period - 7:00-9:15**

**Pick-Up period - 3:30-6:00**

**Pick-Up after 6:00 pm is charged \$1.00 per minute**

## Drop-Off

Drive your car to the Drop-Off / Pick-Up area, by the alleyway between the main building and the red Early Childhood building. Please stay in your car. Your child will exit the car and then have their temperature taken with a touchless thermometer and be asked if they have a headache, sore throat or cough.

## Pick-Up

Drive your car to the Drop-Off / Pick-Up area. Please display your "family pick-up number" on your visor or dashboard. When we see your number, we will alert staff to send your child to the area. Anyone who comes to pick up your child must be on the authorized pick-up list and have the "family pick-up number." You can ask for another pick-up number card or make a copy of yours. If no staff is available please call **224-541-2009**. You will be charged \$1.00 per minute for pick-up after 6:00.

## Early Pick-Up

If you must pick your child up from camp earlier than 3:30, please notify camp administrative staff in writing via email at [funnsundaycamp@gmail.com](mailto:funnsundaycamp@gmail.com) and call 224-541-2009 when you arrive.

## What to Wear

Please apply SUNSCREEN to your child's skin every morning. Campers should wear shorts, a T-shirt, socks and GYM SHOES or athletic-type sandals with a back-strap to camp. Please remember that your child may get dirty at camp and they need to wear appropriate clothes. It is advisable to send a light jacket or sweatshirt with your child on cool days.

## Children's Belongings

Please label all belongings including lunch boxes, water bottles, sunscreen, clothing and jackets. Campers will have a locker assigned to them for the season in which to keep their belongings during the day.

## What to Bring Every Day

- Reusable water bottle labeled with name - this is a must-bring item.
- **Two** healthy snacks; one for the morning and one for the afternoon.
- Cold lunch with a drink. No refrigerators or microwaves are available.
- Towel - for picnic lunch seating or quiet-time mat.
- Sunscreen - please label - we will reapply sunscreen after lunch.

## What NOT to Bring - Electronic Devices

No cell phones, iPads or handheld game systems will be allowed at camp. Please leave them at home. We do reserve the right to collect them in the morning but will return them at the end of the day.

## HEALTH ISSUES

Our goal at Fun-N-Sun day camp is to maintain a healthy environment. Please follow these rules and keep your child home if:

- He/she has a fever or has had a fever within the previous 24 hours.
- He/she has been taking antibiotics for less than 24 hours.
- He/she has a cold, accompanied by sneezing and coughing.
- He/she has a sore throat. If a strep culture is administered, he/she may not return to camp until the test results are negative or an antibiotic has been taken for 48 hours.
- He/she has symptoms of a communicable disease, such as strep throat or chicken pox, including: abdominal pain, upper respiratory symptoms, pinkeye/conjunctivitis, diarrhea, vomiting, rash, ringworm, or lice.

## Illness or Injury During Camp

If your child becomes ill at camp, you will be contacted. In such cases, your child will be isolated and allowed to rest away from other children in a supervised area. We will ask for your permission before administering any over-the-counter medicine, such as Children's Tylenol.

If your child is obviously sick with a communicable sickness, i.e. vomiting, fever, *you will be expected to arrange for your child to be picked up as soon as possible, generally within one hour.*

If we are unable to reach you, we will call the emergency contact person listed on your child's registration form.

All of our staff members are first aid and CPR certified. If your child is mildly injured at camp, we will administer ice packs and/or band-aids. If a more serious injury happens we will administer first aid, call 911 if the situation deems it, and call you immediately.

## Allergies

For our staff to best serve your child, it is important for you to let us know on your registration form and each morning about any allergies your child has to food, medications, and other substances. Fun-N-Sun Day Camp cannot guarantee isolation from foods or substances that may cause a reaction, but we will work with your family to best accommodate the needs of the child. Your child will receive a special wrist band with the name of the allergy written on it to remind all staff to make accommodations for your child.

## Medication Policy

If your child needs to take prescribed medication while at camp, a "Permission to Dispense Medication" card needs to be filled out on the first day your child attends camp. All medication must be sent in the original container with the following information on the label: Doctor's name, patient's name, pharmacy, type of medication, strength, and dosage.

Please do not allow your child to carry medications to camp. Parents, please drop it off with camp staff at the Drop-Off area. All medication that needs to be dispensed daily will be kept in the school office and a record of administering the medication will be kept in the office. Epi-pens and other "as needed" medications will be kept with the camper's counselor and returned to the office at the end of the day.

## Fun-N-SUN Core Values

### Camp is a...

**Safe place of**                      *"We are Kind."* Showing kindness and respect is how we roll.

**United friends who**            *"We Stick Together."* No one is left out. Forgiveness is key.

**'Njoy life!**                            *"We Have Fun!"* Joy, Fun, and Gratitude are contagious!

Just as the earth revolves around the SUN, our camp revolves around our **SUN** core values. We work hard to create a culture at Fun-N-Sun Day Camp that helps ensure that everyone feels SAFE, feels they are an important part of the group, and has FUN! In order for everyone to feel SAFE and to have FUN, we need to treat others the way we want to be treated and work together to solve conflicts when they arise. All campers and staff will work to live out our core values, learn from our mistakes, and forgive others when they fall short.

## **Behavior Policies**

Fun-N-Sun Day Camp exists to provide a safe place where campers can experience engaging, creative and challenging opportunities that foster growth in self-awareness, teamwork, the love of nature, friendship skills and a better understanding of God's love for them.

Our staff has the job of helping everyone feel safe both physically and emotionally. They will teach expected behavior, remind and redirect when a camper is off course and give them a chance to try again. Our staff may remove campers from the group for a short time who are acting in unsafe, hurtful or disrespectful ways to help them "cool down" and become regulated in their emotions. Parents will be notified, if an undesired behavior is persistent or at moderate to severe level, to ask for your assistance in coming up with a plan for success at camp. We do reserve the right to suspend a camper's participation at any time for failure to adhere to the rules after repeated attempts to change course or if a camper is physically hurting other campers. Usually suspensions are for the remaining part of the day, the next day or a forthcoming field trip. The purpose of suspensions are to maintain a safe environment at camp and provide time for the camper and his or her family to evaluate past behavior and come up with a plan to function safely, respectfully and kindly at camp.