

# Fun-N-Sun Day Camp Handbook

Our goal is that Fun-N-Sun Day Camp is a safe place for kids to have fun, learn, and grow in a relationship with God and friends. To ensure that your camper has the best experience possible, please read this handbook so that you understand our procedures and expectations. You will be asked to agree to consentment of the procedures and expectations outlined in the FNS Handbook during the registration process.

**Location:** Westlake Christian Academy  
275 S. Lake St.  
Grayslake, IL 60030  
**Phone:** **224-541-2009** (Add this number in your phone contacts)  
**Email:** [funnsundaycamp@gmail.com](mailto:funnsundaycamp@gmail.com)  
**Website and Registration Link:** [FunNSun.org](http://FunNSun.org)

## Regular Camp Hours 8:30-3:30

**AM Extended Care - 7:00-8:30 a.m.** (Available for extra fee)

**Regular Drop-off Period - 8:30-9:00 a.m.**

**Regular Pick-up Period - 3:30-4:00 p.m.**

**PM Extended Care - 4:00-6:00 p.m.** (Available for extra fee)

**Late Pick-up after 6:00 p.m. is charged \$1.00 per minute**

## Drop-off

Drive your car to the Drop-off / Pick-up area, by the field next to the yellow Early Childhood building. The driver will stay in the car and the child will check in at the table.

## Pick-up

Drive your car to the Drop-off / Pick-up area. Display your "family name" card on your visor or dashboard. (You will receive this card the first time you drop off your child at camp.) This alerts staff to send your child to the Pick-up area. Anyone who comes to pick up your child must be on the authorized pick-up list and have the "family name" card. You can ask for another pick-up name card or make a copy of yours. If you arrive later than 6:00 p.m., you will be assessed a late pick-up fee of \$1/minute.

## Early Pick-up

If you must pick your child up from camp earlier than 3:30 p.m., please notify camp via email at [funnsundaycamp@gmail.com](mailto:funnsundaycamp@gmail.com) and call the phone number on the sign when you arrive. Note that on Tuesdays and Thursdays we are not back from the pool until approximately 3:15.

## What to Wear

Campers should wear:

**Shorts**

**T-shirt** (no spaghetti-straps or tank tops)

**Socks**

**GYM SHOES** or athletic sandals with a back-strap. NO Crocs, Flip Flops, or Slides.

**Swimsuit** under clothes for younger campers on T/Th. A tankini-style suit or swim shirt works best for girls.

**Light jacket** for cool mornings. Please label.

\*Please remember that your child may get dirty at camp. Have them wear appropriate clothes.

## 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.
- Lunch in an insulated lunch box. **No refrigerators or microwaves are available.**
- Backpack
- Towel and swimsuit for the pool on Tuesdays and Thursdays. Girls need to have a modest one-piece or two-piece tankini swimsuit (**we recommend swim shirts**).
- Bring Fun-N-Sun drawstring backpack for pool days.
- 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 but will return them at the end of the day. For the protection of all participants, recording video or taking pictures of other children/staff from a staff member or camper's phone is strictly prohibited.

## Children's Belongings

**Please label all belongings** including lunch boxes, water bottles, sunscreen, towels, and jackets. Campers will have a locker assigned to them for the season in which to keep their belongings during the day. Fun-N-Sun Day Camp is not responsible for any traded, lost, stolen, or broken items that may result when bringing personal items to camp.

## Typical Daily Schedule

<u>Time</u>	<u>Activity</u>
7:00 - 9:00	Early Care / Free Play
8:30 - 9:00	Regular Drop-off Time
9:00 - 9:25	Home Base Small Group
9:25 - 9:45	Opening Assembly
9:45 - 10:15	Art or Hands-on Science
10:15 - 10:45	Snack Time
10:45 - 11:15	Bible Time
11:15 - 11:45	Outdoor Games
11:45 - 12:15	Lunch
12:15 - 12:45	Outdoor Free Time
*12:30 - 3:30	*On Tuesdays and Thursdays: Pool Time
12:45 - 1:30	Brain Games (in A/C)
1:30 - 2:15	Field Games / Water Games
2:15 - 3:00	Campers' Choice: Baking, STEM, Crafts
3:00 - 3:30	Prep to go home and Snack Time
3:30 - 4:00	Regular Pick-up Time
3:30 - 6:00	After Care / Free Play

## Sunscreen Policy

You must apply SUNSCREEN to your child's skin every morning. After lunch we will supervise application and assist campers with spray/lotion sunscreen to their backs and faces only. Campers will apply their own sunscreen. **We recommend swim shirts.**

## Permission to Use Photo

In the registration process you will be given the choice as to whether you would allow photos/videos, taken by camp staff, of your child actively engaged in camp activities, to be used for advertising, website content, or posts on Facebook and Instagram.

## Local Walking Trips / Transportation Consent

Parents and campers need to be aware and acknowledge that a wide variety of activities are conducted at Fun-N-Sun Day Camp which may include walking to The Grayslake Aquatic Center, Central Park, Jones Island, The Gymnastic Factory, and The Freeze. By enrolling in Fun-N-Sun Day Camp you are **giving permission** for your child to walk to these and other locations around Grayslake or ride in a van or bus when deemed necessary, such as in the event of inclement weather, walking distance, or other circumstances. Beginner Camp will usually ride in the Westlake bus or van to local places.

## Health Standards

Our goal at Fun-N-Sun Day Camp is to maintain a healthy environment. Do a health check daily. Please keep your child home if they are sick with symptoms including:

- He/she has a fever or has had a fever within the previous 24 hours.
- He/she has cold symptoms, accompanied by a runny nose, sneezing, and coughing.
- He/she has a sore throat. If a camper tests positive for strep, he/she may not return to camp until an antibiotic has been taken for 48 hours.
- He/she has symptoms of a communicable disease, such as chickenpox, COVID-19, pinkeye, diarrhea, vomiting, ringworm, or lice.

## Illness or Injury During Camp

If your child becomes ill at camp, you will be contacted. Your child will be 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 sick with vomiting or fever, *you will be expected to arrange for your child to be picked up within one hour.* If we are unable to reach you, we will call the emergency contact person listed on your child's registration form to assist in taking the child from camp.

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

## Over-the-Counter Medication

Fun-N-Sun Day Camp stocks a limited supply of over-the-counter medications that could be dispensed to campers whose parents have signed the medical authorization form. The intent is to provide relief for minor hurts, stings, or headaches. We stock liquid Tylenol, liquid ibuprofen, Tums antacid, cough drops, and 1% hydrocortisone cream (Cortaid). If you authorize dispensing of OTC medication, we will attempt to contact you to make you aware of the need for medicine and confirm your permission.

## **Prescription 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. Parents must hand medication to a staff person at the Drop-off area. All medication that needs to be dispensed daily will be kept in a locked cabinet and a record of administering the medication will be kept. Epi-pens and other "as needed" medications will be kept with the camper's team leader and returned to the camp office at the end of the day.

## **Allergies**

For our staff to best serve your child, it is important for you to let us know when registering 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 each morning with the name of the allergy written on it to remind all staff to make accommodations for your child.

## **Children With Special Needs Policy**

Fun-N-Sun Day Camp does not hire staff with specific training and experience to adequately handle the care of children with special needs. However, Fun-N-Sun Day Camp will consider each child with special needs on an individual basis to determine if it can reasonably accommodate him/her. Disclosure of health diagnosis and educational IEP history is crucial to our ability to provide a supportive, safe, and healthy camp environment for your child. Fun-N-Sun Day Camp requires parents to list the accommodations/plans that have proven successful in schools or other programs. The director will contact you to develop a plan for success at camp. After the meeting, if the camper can be safely and adequately accommodated by our high school and college-aged staff without negatively impacting the camp experience of the other campers, your child will be enrolled.

Fun-N-Sun Day Camp staff reserve the right to refuse enrollment to or send home any camper who:

- (1) has a condition beyond the camp's capability to provide proper care, such as needs help with toileting, eating, or changing clothes for swim time;
- (2) requires ongoing one-on-one care at the expense of supervising other campers;
- (3) has emotional challenges where they struggle to get along well with other campers and act out in physically or verbally abusive ways.

In cases where special needs or behavior problems are discovered once camp has started, the Fun-N-Sun Day Camp Director reserves the right to contact the parents to immediately remove the child from camp without refund of camp tuition.

## Payment Policy

1. The initial registration fee is due during the signup process and will not be refunded. This payment is required for access to the program for scheduling days.
2. We encourage you to sign up for all the days you think you will need at the beginning of camp to reserve the spots. You may add days throughout the summer based on availability. We do not require anything more than the registration fee to reserve the days. If teams fill, we will assign spots based on the date/time stamp of the camper's selection for that day. Early registration and date selection is advantageous. If plans change, additions and drops can be made to the camper schedule up until 5 days (Tuesday midnight) before the camp week begins without penalty or charge. Any credit on your account can be applied to future camp days or be refunded.
3. Camp tuition payments are due on the Tuesday prior to the start of each camp week/session. Please be prompt with your payment.
4. After the Tuesday deadline, the registration portal will be locked for the week. Any additions or changes will have to be processed through the registrar's [funnsundaycamp@gmail.com](mailto:funnsundaycamp@gmail.com) email. There will be a fee of \$10 per day or \$25.00 per week for added days or cancellations after the Tuesday deadline. If enrolling late, we must receive full payment before your child's first day of the session. Parents understand that no refunds or exchanges will be given for days missed due to sickness/change of plans after the camp week starts since we have already scheduled staff to care for the camper.
5. We offer a discount on the weekly rate. If you switch to less than 5 days, you will be credited at the discounted rate (difference between 4 and 5 days) and not at the daily rate.
6. Our camp day ends at 3:30. We provide child care during the pick-up time at no additional cost. If you are detained and cannot pick up your child by the 4:00 p.m. pick-up deadline, you will be charged the daily aftercare rate.

## Fun-N-SUN Core Values

Camp is a...

Safe place of

United friends who

Njoy life!     *"We are Kind, We Stick Together, We Have Fun!"*

Just as the earth revolves around the SUN, our camp revolves around our **SUN** core values. We work hard to create a culture that helps ensure that everyone feels SAFE and has FUN! Our staff has the job of helping everyone feel safe both physically and emotionally, so we expect all campers to behave according to our Code of Conduct.

## Code of Conduct - What We Expect of Campers

1. Follow the directions of camp staff.
2. Treat others with kindness and respect. No bullying, put-downs, name-calling, or gossiping.
3. Respect others' physical space. No pushing, hitting, or inappropriate physical touch.
4. Use appropriate language. No swearing or inappropriate sexual talk.
5. Respect all personal and camp property and supplies.
6. Participate honestly in activities (no cheating). Do not disrupt the program.

## Basic Steps for Behavior Management

1. Remind campers of expected behavior. Redirect and give them a chance to try again.
2. 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/behavior.
3. If behavior persists the camper will have a meeting with a camp director to discuss a plan for the needed change in behavior.
4. Parents will be notified, if an undesired behavior is persistent or at moderate to severe level, to ask for your assistance to reinforce the camper's need to comply with our code of conduct.
5. We 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 due to the severity of their behavior. If a camper is physically hurting other campers they are subject to a suspension. Usually suspensions are for the remaining part of the day and/or the next day. The purpose of suspensions is 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. Permanent removal from the camp program may occur if steps 1-5 are unsuccessful in changing a camper's behavior.

We may skip steps or do them out of order due to the severity of behavior. We reserve the right to immediately suspend or remove a camper from the program who exhibits physical aggression, harsh verbal attacks, sexual harassment, or other behaviors that negatively affect the experience of other campers. There will be no refunds for the day(s) of suspension. It is the responsibility of each parent to discuss the code of conduct with their child and reinforce compliance with it. Children must be able to exhibit appropriate behavior to remain at camp.