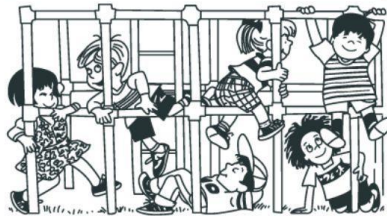


CAMP GORTON



SUMMER CAMP PARENT HANDBOOK

1. PURPOSE - The Gorton Children's Learning Center (GCLC) where Camp Gorton is located is a non-profit child care program serving children from six weeks through five years of age. The purpose of the Learning Center is to provide quality care for young children.

2. GOALS

The GCLC is proud to have goals that provide your child with:

- An atmosphere that promotes physical, emotional, intellectual, creative, and social growth.
- An environment that is safe and nurturing.
- A program that recognizes each child as a unique individual.
- Positive encouragement for the child's continued growth.
- Opportunities for the child to learn by doing.
- An environment that encourages children's creativity.
- Encouragement for social development, sharing, taking turns, problem solving, making friends, respecting others.

All children have the right to be treated with dignity and respect, and the GCLC will maintain an environment free of racial or gender bias, stereotype, or prejudice. The GCLC provides its staff with the opportunities to increase and further their knowledge of early childhood development through the enrollment in workshops and conferences offered throughout the year.

The GCLC, established in 1986, is licensed by the Illinois Department of Children and Family Services, and complies with or exceeds all of its standards.

3. LOCATION - The Gorton Children's Learning Center is located in Gorton Community Center, 400 East Illinois Road, Lake Forest, Illinois, 60045. The phone number for Gorton Community Center is 847-234-6060.

4. SUMMER CAMP HOURS – June 14 - August 12, 2022

GCLC summer camp hours are 8:30-12:00 Monday through Friday.

If camp at the GCLC is closed due to extreme weather, we will contact you via email.

What to bring each day:

0-24 months:

Please bring a sippy cup and/or bottles, extra change of clothes, diapers, wipes, food with child's name if child is under 15 months. We will be engaging in water play if the 'feels like' temperature is 75 degrees or warmer and there is no sign of rain. Please bring your child in a bathing suit if it is 75 degrees or warmer that morning.

2yrs-5yrs:

Please bring a bag or backpack containing a change of clothes, diapers and wipes (if applicable), and a water bottle labeled with your child's name. Please do not bring in any outside food. We will be engaging in water play, if the 'feels like' temperature is 75 degrees or warmer. Please bring your child in a bathing suit if it is 75 degrees or warmer and there is no sign of rain.

5. PAYMENT - The GCLC summer camp requires that payment be made during the time of registration.

Payments can be made by check, cash or a credit card paid online.

Please note that a \$25 charge plus bank fees will be charged for all returned checks.

The GCLC summer camp reserves the right to suspend usage, if payment conditions are not met.

If your child is presently being cared for at the GCLC and you have an emergency message, please call Gorton's Main office at 847-234-6060.

6. CANCELLATIONS – Refunds will only be issued up to one week prior to your child's camp start date.

7. ARRIVAL AND PICK-UP – Upon arrival please sign your child in at their classroom and leave any information about where you can be reached in case of emergency. When picking up, please allow enough time to sign out and get belongings before collecting your child. This way we can ensure proper supervision of your child while you are occupied. We reserve the right to suspend use to anyone who is chronically tardy.

8. NON-PARENT PICK-UP - If another adult will be picking up your child, please make certain you have filled out the necessary release forms. *Under no circumstances will a child be released to anyone without authorization from the child's parents.* DO NOT BE ALARMED WHEN WE ASK FOR PROOF OF IDENTIFICATION. Your child's safety is our utmost concern. All adults picking up must be at least 18 years of age.

9. SNACK

*** We are a NUT-FREE environment ***

The Gorton Children's Learning Center serves snacks to children over 15 months.

Children over 15 months will not be able to bring in their own food unless they have a medical condition or allergy and written authorization from their pediatrician. Snack times are scheduled for mid-morning. We provide water and a snack. Children under 15 months must bring food, snacks and bottles labeled with their name.

10. TEACHER/CHILD RATIOS

6 weeks - 15 months: 1:4
15 months - 24 months: 1:5
2 years - 3 years: 1:8
3 years - 5 years: 1:10

11. HEALTH INFORMATION - The Center will accept only those children whose updated medical forms are on file. Medical forms that we have on file are valid for two years and must be completed by a physician. Please remember to bring in verification every time your child receives immunizations. State law requires that all medical forms must be up-to-date. *Lead screening and TB test results must be provided for all children.* DCFS now requires a copy of a birth certificate for each child.

12. IMMUNIZATIONS -

Age Immunization

Birth Hepatitis B *Dose 1 of 3*

2 months Hepatitis B *Dose 2 of 3*

DTaP *Dose 1 of 5*

Hib *Dose 1 of 4*

IPV *Dose 1 of 4*

PCV *Dose 1 of 4*

4 months DTaP *Dose 2 of 5*

Hib *Dose 2 of 4*

IPV *Dose 2 of 4*

PCV *Dose 2 of 4*

6 months DTaP *Dose 3 of 5*

Hib *Dose 3 of 4*

PCV *Dose 3 of 4*

6-18 months Hepatitis B *Dose 3 of 3*

IPV *Dose 3 of 4*

12 months TB test

12-15 months Hib *Dose 4 of 4*

MMR *Dose 1 of 2*

PCV *Dose 4 of 4*

12-18 months Varicella *Dose 1 of 1*

15-18 months DTaP *Dose 4 of 5*

4-6 years DTaP *Dose 5 of 5*

IPV *Dose 4 of 4*

MMR *Dose 2 of 2*

(NEW) 2, 4, & 6 months ROTA *Series of 3 doses*

13. ILLNESS - As required by state law, each child will be given a visual health check upon arrival. All children must have their hands washed upon entering the Center. A child who exhibits any signs of illness will not be able to stay at the Center. If a child becomes ill during his/her stay, a parent or emergency contact will be required to pick him/her up immediately. The child will be isolated and given proper care until an authorized adult arrives. It is essential to your child's safety to leave a telephone number of where you can be reached.

Please keep your child home if he/she:

Is unable to participate comfortably in program activities, this includes outside activities.

Needs greater care than the staff can provide without compromising the health and safety of other children

Has any of the following conditions: fever, sore throat, lethargy, irritability, persistent crying, or other signs of possible severe illness

Has diarrhea (defined as an increased number of stools compared with the child's normal pattern, with increased water and/or decreased form)

Has vomited in the previous 24 hours

Has a fever or has had one during the previous 24 hours (temperature should be normal for 24 hours)

Has had a cold for less than 4 days

Has been taking antibiotics for less than 24 hours

14. FIRST AID/MEDICAL PROCEDURES - In the event of an injury, the staff will administer first aid to the child. If the injury requires medical attention, we will attempt to contact a parent immediately. If a parent cannot be reached, we will contact the emergency numbers. In the case of an emergency, the staff will call an ambulance to transport the child to Lake Forest Northwestern Hospital. Every effort will be made to contact the child's own physician. It is important that you keep the Center up-to-date on phone numbers, emergency numbers, and other pertinent information. .

15. DAILY PROGRAM

The Gorton Children's Learning Center provides a daily curriculum including:

- Indoor free play with developmentally appropriate toys
- Small group and large group activities
- Creative art projects
- Outdoor play, weather permitting
- Snack
- Language activities
- Gross motor activities

16. PROGRAM PARTICIPATION/BEHAVIOR MANAGEMENT

We encourage children to:

- Help pick up after themselves
- Respect property of the Center
- Respect others
- Share (when appropriate)
- Wash hands upon entering the Center, again before eating, and after using the bathroom
- Problem-solve
- Be tolerant and accepting of others

Acceptable behavior is encouraged and nurtured through positive reinforcement and modeling by the staff. Should a child show inappropriate behavior, that child will be redirected and the matter discussed.

If these techniques have been exhausted, and the child is in danger of hurting himself or others, removal from the group may be necessary. After the child has had time to regain self control, he or she may once again participate in the activities. Removal from the group shall not be used for children less than 24 months of age.

If a child inflicts injury on another child resulting in medical treatment, the child will need to be picked up by the parent or approved caretaker and the matter discussed with the child's teacher or director.

State licensing requires the following policy:

"Any child who, after attempts have been made to meet the child's individual needs, demonstrates inability to benefit from the type of care offered by the facility, or whose presence is detrimental to the group, shall be discharged from the facility."

17. APPROPRIATE DRESS – Dress for MESS!

The Center encourages parents to send their child dressed for active play. *We suggest comfortable clothes, free of complicated fastenings.* Our daily schedule does include potentially messy art projects and outdoor play. Please send your child with shoes that are appropriate for indoor and outdoor play. The children will be climbing, running, and riding toys. The Children's Learning Center does not allow children to walk around without shoes or sandals.

18. TOYS FROM HOME – are not permitted

Keep the parent handbook for your reference and return this page to the director.

I AGREE TO COOPERATE WITH THE RULES AND REGULATIONS OF THE GORTON CHILDREN'S LEARNING CENTER REGARDING FEES, CANCELLATION POLICY, ILLNESS, IMMUNIZATION UPDATES, CLOTHING AND OTHER ITEMS SPECIFIED IN THE PARENT HANDBOOK. I UNDERSTAND THAT I WILL BE CHARGED \$25 PLUS BANK FEES FOR ANY CHECKS THAT ARE RETURNED. I HAVE READ THE PARENT HANDBOOK.

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____

ATTACH PHOTOCOPY(IES) OF
CHILD(REN)'S BIRTH CERTIFICATE(S) HERE
(AS REQUIRED BY DCFS)

