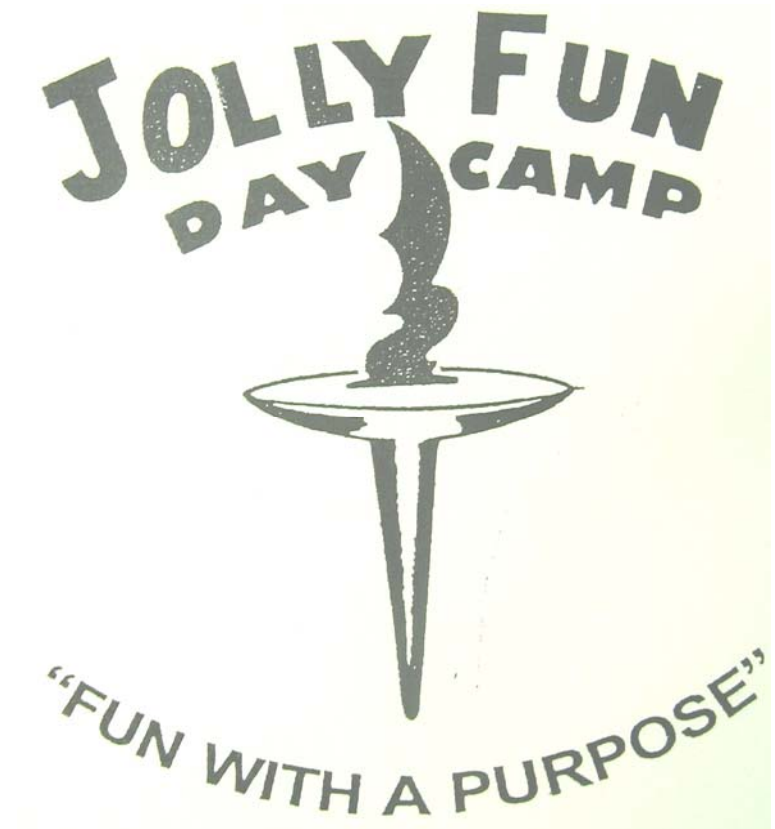


PARENT HANDBOOK



1001 Oak Ave.
Prospect Heights, Il 60070
(847) 541-5577
info@jfhacademy.com

7642 West Irving Park Rd
Norridge, Il 60706
(708) 456-5512
jfhacad@comcast.net

Dear Parents:

We welcome you and your child to Jolly Fun Day Camp. Jolly Fun Day Camp provides services without discrimination in regard to race, religion, color, sex, national origin or disability. We strongly believe that open communication is essential to fully meeting your child's needs. We look forward to developing a positive relationship.

Jolly Fun Day Camp is an important resource for your child during these formative years. We believe that guidance by skilled, trained counselors allows your child's physical, social and emotional development to progress naturally. We provide a nurturing environment filled with encouragement and warmth. Your child will discover friendship and sharing while developing a positive self-image. Our programs, staff, and philosophy make Jolly Fun Day Camp uniquely qualified to help support you as you raise your child.

The purpose of this handbook is to share information and ideas with parents to promote understanding of our programs and foster a spirit of cooperation between parents and staff. We hope you will find it useful as an orientation to our day camp.

Sincerely,

Robert L. Bowie
Executive Director
Jolly Fun Day Camp

PLEASE SIGN BELOW AND RETURN TO THE OFFICE

ACKNOWLEDGMENT

I, _____,

Please Print Name

parents of _____,

Name(s) of Child(ren)

Acknowledge and certify that I have received the Parent Handbook. I promise to read the Discipline Policy, Illness Guidelines, and Late Fee Pick Up Policy, along with the procedures outlined in this Handbook. I have read, understand, and signed the Camp Policy sheet.

Parent/Legal Guardian Signature

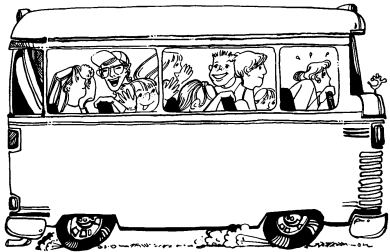
Date _____

OFFICE USE ONLY

- Camp Registration 9
- Camp Policy Signed 9
- CACFP Program 9
- Copy of Birth Certificate (if applicable) 9
- Discipline Policy
- Swim Handbook 9
- Medical Plan If Applicable
- (Asthma, Diabetes, Food/Allergies, etc.)

CUSTOMER SERVICE: It is very important for us to keep our ACommitment to Excellence@. We strive on doing well and providing the best camp experience for your child. If you feel we have not met our high standards or you have issues needing resolution, please let us know by:

- (Talking to your child=s counselor
- (Talking to the camp Director in the office
- (Placing a suggestion in the suggestion box in the office



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CAMP PHILOSOPHY

The Jolly Fun Day Camp environment must be safe, creative, warm and stimulating. The program is designed to build healthy bodies as well as strong character, yet subtly emphasize the educational benefits that can be derived from a well balanced program, and the supportive atmosphere for individual development.

STAFF

The *Senior Counselor staff* consists of credentialed and/or certified teachers, college students majoring in education or a service related profession, or adults with extensive experience working with children. Teachers are chosen on the basis of their educational professionalism. The Senior Counselor staff must have the ability to teach and respond in a warm and understanding manner. The Senior Counselor staff is directly responsible for a specific camp group while out on camp. They are responsible for the planning and implementing of age appropriate day camp activities and appropriate educational curriculum for each camp group.

The *Junior Counselor Staff* consists of high school students who have attended our camp as one of our campers prior to entering the eighth grade. They are asked to participate in the Junior Counselor program by invitation only and must have exhibited exceptional behavior and leadership qualities during their camp participation. The position is for training, and the Junior Counselor is not directly responsible for a camp group. They are helpers for the senior Counselors.

The Camp Staff is required to go through an extensive background check which includes fingerprinting, reference checks, a criminal history check, sex offender check, and the complete child abuse and neglect tracking system. These extensive background checks must be approved and cleared in order to work at Jolly Fun Day Camp.

TOTE BAGS: TOTE BAGS are required to be brought daily with a labeled bathing suit, labeled towel, socks, an extra labeled t-shirt and labeled suntan lotion. Weather can be unpredictable and we strive to have as much flexibility as possible.

SAFETY DRILLS: In order to prepare the children in the event of a fire or tornado, safety drills will be conducted in June, July, and August.

PERSONAL BELONGINGS

We ask that children do not bring personal toys or other belongings because of the potential for loss or breakage. Personal electronic equipment (Gameboys, iPods, etc.) is prohibited. Camp approved items include books and water bottles. The school does NOT assume responsibility for lost or damaged items.

WATER BOTTLES: Water bottles are allowed and encouraged at camp. Since many water bottles look alike, please label the water bottle with the camper's name

COMMUNICATION AND NEWSLETTERS

The camp newsletter "THE FUNTIMES" is published weekly. The Camp Parent Board is intended as a way of communication to keep you informed, please check it daily.

WEEKLY CHECKUP: Our counselors will conduct a "Weekly Checkup". On a weekly basis, each camper's counselor will talk to the parents to make sure that we are doing everything we can to fully enhance your child's camp experience.

GENERAL CAMP INFORMATION

CAMP GROUP NAMES: The camp is divided by gender and then by grade they will be entering in the fall. The breakdown is as follows:

<u>Gender</u>	<u>Grade in Fall</u>	<u>Camp Group Name</u>
Boys	First	Apaches
Girls	First	Bunnies
Boys	Second	Buccaneers
Girls	Second	Leprechauns
Boys	Third/Fourth	Rough Riders
Girls	Third/Fourth	Gypsies
Boys	Fifth-Eight	Cowboys
Girls	Fifth-Eight	Cowgirls

Depending on enrollment each year, group sizes may be greater than 25-30. When this occurs we will split the group into two groups.

PARENT INVOLVEMENT: You are welcome to visit the camp at any time per the open door policy. A meeting with your child's counselor or the director may be arranged at any time through the camp office.

FIELD TRIPS: As noted on the camp schedule, field trips are included in the weekly tuition. We do have one additional cost field trip for the 5th to 8th grade campers (Cowboys & Cowgirls), a Great America field trip.

WEATHER: All outdoor field trips are subject to weather conditions. There is an extensive list of alternate activities for rainy days. The outside temperature and pool water temperature must be at least 70 degrees for us to swim at the pool.

CLOTHING: Campers are required to wear a camp t-shirt, socks, shorts or long pants, and rubber soled shoes daily. Having the proper attire is required for participation in all the camp activities. On non-swimming days when the weather is nice we may use the sprinkler, so campers are asked to have a bathing suit and sandals or water shoes daily. ***PLEASE MARK ALL CLOTHING USED FOR CAMP WITH THE CHILD'S FIRST AND LAST NAME USING A PERMANENT MARKER.***

REGISTRATION**REGISTRATION:**

To enroll your child in our day camp each year, you must:

- T Fill out a registration form.
- T Sign and submit the white copy of the camp policy sheet.
- T Submit payment of the registration fee and a one week security deposit. This will be applied to the last week scheduled in camp.
- T Copy of Birth Certificate is required for first year campers.

CHANGE OF INFORMATION

I.D. cards should be reviewed by parents to verify all the important information that we have in your child's file. If any of this information is incorrect, please notify the office and fill out a "Change of Information Form". On the change form, please list: Child's Last and First Name, Parent's Last Name, Signature, Date and only the changes that should be made.

ATTENDANCE

ATTENDANCE: Children enrolled in camp should be present every day, health permitting. If your child will not be attending camp on a particular day, please notify the office daily between the hours of 7:30 a.m. and 8:30 a.m. Absences that can be anticipated (such as medical or dental appointments) should be communicated in advance. Any child arriving after 9:00 a.m. **WILL MISS THE BUS**. It will be the parents responsibility to provide transportation to the camp's destination to meet up with the camp.

PARKING SAFETY

We ask that you drive slowly both when dropping off and picking up your child. Please pay close attention to children in this area. We ask that parents hold their child's hand when walking to or from the parking area. NEVER leave a child unattended in a vehicle or leave the vehicle running.

ARRIVAL PROCEDURE: Upon arrival, we ask that you accompany your child into camp, sign in on the sign in/sign out sheet and see that he/she is under a counselor=s supervision before you leave. Children may never be left unattended in vehicles, nor may vehicles be left running anywhere on or near school property.

DEPARTURES/PICK UPS: Parents will receive three I.D. cards. Please make certain whoever is authorized to pick up your child is given an I.D. card. The two ways a child may be released to an adult are by using the I.D. card or by using a "Special pick up" form provided by the office. Parents are required to sign their child out upon pick-up. If you are unexpectedly running late and will arrive after closing, we highly recommend you make plans for an alternative pick up on that day. If your child is not picked up by closing time, and we have not been notified, the following procedures will be implemented:

1. Two counselors will stay with your child.
2. All parent numbers and emergency contact numbers will be notified.
3. If no one is reached within a reasonable time frame the child will be given to the local police authorities.

Therefore, all information should be current in your child=s file at all times. Children may not be released to anyone under 18 years of age without a notarized authorization of "Release To A Minor" letter.

HOURS OF OPERATION & LATE PICK UPS:

Camp Hours9:00 a.m -3:30 p.m.
 Norridge Hours6:30 a.m.-6:00 p.m.
 Prospect Heights Hours....6:30 a.m.-6:00 p.m.

Parents who arrive after this closing time will be charged a late fee of \$15.00 for each 15 minutes, or portion thereof. This money is used to reimburse counselors for the inconvenience of staying after closing and the money needs to be paid directly to them.

5. If your child has a rash, keep him/her home until the doctor says it is safe for the child to return to camp.

6. If your child has vomiting or diarrhea, keep him/her home.

7. If your child has conjunctivitis, which is an eye infection commonly referred to as "Pinkeye". The eye is generally red with some burning and drainage.

The camp reserves the right to send home any child who shows signs of illness or disease. It is required that we have on file the names, addresses and phone numbers of persons authorized to pick up your child. It is also necessary for us to have the name and phone numbers of your child=s physician. Parents may be asked to pick up their children on location at one of the various field trip sites.

NUTRITION: All children receive a nutritious balanced meal at lunchtime and an afternoon snack. The breakfast fast program at Prospect Heights will be served at 7:30am-8:30am. Breakfast at our Norridge location is an addition charge. Please see the office for more information. Norridge breakfast is served at 6:30am-7:30am. Our menus are posted on the camp board for you to view. **We ask that you do not bring food for your child.** Menu exceptions can be arranged if documented for medical or religious reasons. Children with special food needs and allergies must complete a Medical Care Plan.

BIRTHDAYS/PARTYS

Birthdays are special and can be celebrated at Camp. Please check with your child's counselors ahead of time so that they can plan for this special event. All healthy snacks brought into the school for party days and/or Birthday celebrations must be store bought and come in the original packaging. Some examples of healthy snacks include cheese and crackers, carrots, fruits, etc.

FIRST AID: A **FIRST AID INCIDENT REPORT** is used for minor injuries and is intended as a form of parent communication. This form will be used if your child receives a minor bump, bruise, scratch or mark that produces redness. We ask each parent to sign and return the top two copies to the office. The parent will receive the **PINK** copy.

MAJOR INJURIES: If your child is injured and requires more than basic first aid, the following steps will be taken.

1. Attempt to contact the parent or guardian.
2. The injured child will be transported by ambulance to the local hospital or emergency center. A staff member will remain with the child at all times.

ILLNESS GUIDELINES: If a child has a communicable disease, please notify the camp. It is required that the parent notify us of the nature of the illness. Children absent due to a contagious disease may not return to camp without a signed statement from a physician. In the instance of a communicable disease, a notice will be sent home to all camp parents.

In the case of making a decision if a child is sick enough to stay at home, the following guidelines might help, at least until you have been able to contact your doctor for his opinion.

1. Check your child's temperature: If it is over 100 degrees, he/she is required to stay home as directed by the Cook County Department of Health. The child should **not** return to camp until he/she is **fever free** for 24 hours.
2. A child with a "hacking" cough and/or yellow-green nasal drainage should stay home.
3. A child with an earache and/or drainage from the ear should stay home.
4. If your child complains of a sore throat and white spots or redness is seen in the back of the throat, keep him/her home.

COURT ORDERS: Jolly Fun Day Camp abides by all legally served court orders. We must have a certified court order on file regarding parental custody matters.

HOLIDAYS: Our camp only closes for the Fourth of July holiday. The full tuition is charged for this holiday week regardless of any absentee occurring during the week. Should the holiday occur on a Saturday, we will be closed on Friday. Should the holiday occur on a Sunday, we will be closed on Monday.

FAMILY VACATIONS: Parents are strongly urged to insure that vacation plans are coordinated with the camp. **We require a minimum of a Two weeks (14 days) written notice to delete weeks.** Full tuition will be charged if we receive a change notice for a deletion in a time period of less than two weeks.

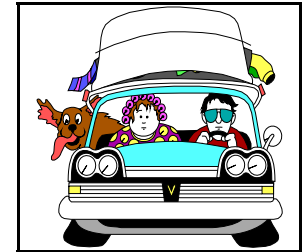
POLICIES

TUITION POLICY: (See Camp Policy Sheet)

DISCIPLINE POLICY: (See Camp Discipline Policy)

INSURANCE POLICY: JFH Educational Academy does NOT provide accident insurance for the campers. As signed on the registration form, parents agree to bear the cost of all emergency medical care or treatment in the case of sudden illness or accident.

DISCONTINUATION POLICY: Parents are required to give the office **TWO (14 days)** full weeks written notice of discontinuance. If notice is not given, full tuition will be charged.



CONFIDENTIALITY: Jolly Fun Day Camp respects the right of each family to privacy and confidentiality regarding all health, behavioral and developmental records and information concerning their child. These rights to privacy and confidentiality are protected by various federal and state statutes, local ordinances, and regulatory rules. If your child is involved in an altercation with another child, Jolly Fun Day Camp will not reveal your child's identity to the parents of the other child without your prior written consent, except as required by law.

DIS-ENROLLMENT OF CHILDREN

Children may be dis-enrolled for any of the following reasons:

1. Jolly Fun Day Camp is not meeting the child's developmental needs.
2. The child is disruptive beyond the control of the teaching staff.
3. Parents and/or guardians are uncooperative in working with the Counselor or administrative staff.
4. Parents who are late in making their tuition payments.

When any of the above conditions exist, the Director will meet with those involved (parents, counselors, etc.) and attempt to resolve issues of concern. Whenever issues of concern cannot be resolved to the satisfaction of the Director, parents will be given a two week notice to find alternate accommodations for their children. Jolly Fun Day Camp will assist parents in finding these accommodations wherever possible.

EMERGENCY SCHOOL CLOSING

In the unlikely event of a school closing staff and parents may call 847-238-1234 to verify if the school is closed. School closings will also be broadcasted on WGN AM Radio 720 as well as on TV Station Channel 9. You may also check online at www.emergencyclosings.com.

HEALTH POLICY

MEDICATION: The camp will dispense medication only as prescribed by your child's physician. A Medication Consent Form must be filled out by **both** the child's physician and the parent. NO medication will be given without a completed "Medication Consent Form"-there will be no exceptions to this policy. **MEDICATION CONSENT FORMS** may be obtained in the office. Medication will only be administered two times per day (12:00 p.m. - 12:30 p.m. with lunch), and (2:45 p.m. - 3:15 p.m. with afternoon snack). Medication **MUST** be in the original package and/or the original prescription and must include the child's name and expiration date.

HEAD LICE: Campers identified with head lice or nits are to be excluded from all camp activities until they have been treated and are **totally nit free** of any signs of infestation. Before the students can be re-admitted to camp, they must be re-examined by the camp staff. We will be inspecting all campers on Monday of the first and second week of camp. **Please remind your child not to use any other camper's personal articles like combs, brushes, hats, etc.**

CLEANLINESS: The camp locations are designed to be easily cleaned and maintained. All locations are cleaned daily. Air filters are changed monthly. Preventive pest control is conducted. All toys and equipment are disinfected on a regular schedule. We promote cleanliness and good hygiene with the children. All staff members are required to wear protective gloves while handling all food items. Parents are requested to wash their child's hands upon arrival to camp. Frequent hand washing is practiced by staff and children. We follow **all State and Federal Guidelines for hand washing.**

MEDICAL CARE PLANS: We require a doctor approved Medical Care Plan for all medical conditions (Allergies, Asthma, Diabetes, Epilepsy, Food Substitutions, Heart conditions, etc) your child may have. These specific health problems are to be stated on the registration form, and the Medical Care Plan must be discussed with the Director and Counselor.