

**TAMARPER**



**DAY CAMP**

Parent Handbook  
2018

Dear Tamarak Parents,

Welcome to Tamarak for the summer of 2018. Whether this is your family's first year with us, or you have been with us in the past, please know that we are here to make this summer a memorable and enriching experience.

We have assembled the information in this handbook to answer the commonly asked questions that we receive each summer. Please know however, that if at anytime you have a question or concern, we welcome your call.

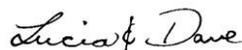
As a reminder:

- The camp phone number is 847-634-3168  
The camp fax number is 847-634-8262  
The camp email is [luciatamarak@aol.com](mailto:luciatamarak@aol.com)
- Buses arrive at camp between 8:50 AM and 9:10 AM  
Buses leave camp around 3:15 PM.  
Early pick up Munchkins are to be picked up from camp at 1:00 PM.
- Bus notes, camp bags and t-shirts will be dropped off at your homes on Wednesday, June 13
- New Camper Open House is Friday, June 15<sup>th</sup> during 3 separate sessions:
  - 9:00 to 10:30: Open House for campers with last names beginning with letters A - F
  - 11:00 to 12:30: Open House for campers with last names beginning with letters G - O
  - 1:00 to 2:30: Open House for campers with last names beginning with letters P - Z
- The First day of camp is Monday, June 18<sup>th</sup>
- No camp on Wednesday, July 4<sup>th</sup>
- We will be having special camper activities on Friday, July 6<sup>th</sup> and Friday, July 27<sup>th</sup>. So you can plan accordingly, we wanted to let you know that camp will be closed to all visitation from 9:00 to 11:30 a.m. on these dates. Camp is also closed to visitation on Wednesday, August 1<sup>st</sup> from 1:00 to 2:30 p.m. Thank you in advance for your understanding.
- The Last day of camp is Friday, August 10<sup>th</sup>
- Camp Office Hours: 7:30 AM – 5:30 PM
- Tamarak is excited about our lunch program provided by Little Louie's, OrganicLife, Piero's Pizza. The weekly menu is as follows:

MONDAY	Little Louie's Chicken Fingers, pretzels and rice krispy treat
TUESDAY	OrganicLife Bagel and Cream Cheese, veggies, fruit and dessert
WEDNESDAY	OrganicLife Tamarakable, veggies, fruit and dessert
THURSDAY	Piero's Cheese Pizza, Oreos
FRIDAY	Piero's Mac and Cheese, fruit and dessert

We are very excited about the plans that we have made for this summer and hope that your child is too!

Sincerely,



Lucia and Dave

### **Grouping Information**

We group our campers according to the grade that they will be entering next fall. Each group is given a letter designation as well as a nickname for their group. To assist you, the groups are as follows:

#### **Trailblazers**

Boys and Girls entering 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade next fall.

#### **Program Plus**

A's – Campers entering 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade next fall.

Girls are called **Alouettes**. Boys are called **Astros**.

#### **Super 8's**

B's – Campers entering 3<sup>rd</sup> grade next fall. Girls are called **Bluejays**. Boys are called **Braves**.

#### **Super 7's**

C's – Campers entering 2<sup>nd</sup> grade next fall. Girls are called **Cardinals**. Boys are called **Cubs**.

#### **Full Day**

D's – Campers entering 1<sup>st</sup> grade next fall. Girls are called **Doves**. Boys are called **Dodgers**.

E's – Campers entering Kindergarten next fall. Girls are called **Eagles**. Boys are called **Expos**.

#### **Munchkin**

Munchkin groups are broken down into 4 year old and 5 year old co-ed groups.

## **Camper Health Information**

### **Health Forms**

To insure the safety of all of our campers, we must have the **Yellow Health History/Medical form and Parent Release/Emergency Contact form on file in our office prior to the beginning of camp**. Please note, that the Yellow Health History/Medical form must be used, and **we cannot accept substitutions**. This is a form that is required of us as an accredited camp with the American Camp Association. Your child must have a physical examination within the last year.

### **Health Care**

There is a licensed nurse on site at all times during the normal camp day. Our nurse will attend to basic camp first aid (minor cuts, scratches, bug bites, stomachaches etc.) and dispense medication. If additional medical attention is required, campers will be taken to Lake Forest Hospital.

### **Notification**

If your child receives treatment of any kind from our camp nurse, you will receive a note home with your camper explaining the symptoms that your child experienced and any treatment that has been administered.

### **Medications**

If it is necessary for your child to receive medication of any kind during the camp day (prescription or over the counter) the following steps must be followed:

- 1.) Plan on bringing your child's medication to camp during the week of June 11<sup>th</sup> and visit with the camp nurse, directors and your child's counselors. **Please call to make an appointment**. This is to ensure that all parties involved are aware of your child's medication needs. For campers attending the 2<sup>nd</sup> 4 weeks, please contact the office to arrange for a visit prior to your child's 1<sup>st</sup> day.

- 2.) The medication must be in a sealed, original container. Please insure that your child's name is clearly marked with dosage instructions.
- 3.) Please do not send medication of any kind (prescription or over the counter) to camp with your camper, as campers are not allowed to keep medication of any kind in their possession.
- 4.) If your child begins prescription medication during the camp season and we will be administering the medication here at camp, please call the camp office to make arrangements.

### **Allergies**

If your child has a serious allergy of any kind, and you have not signed up for a nurse's visit already, please **contact the camp office to make an appointment** and plan on visiting during the week of June 12<sup>th</sup>. As part of our health protocol, we will meet together with your child's counselors and camp nurse in order to make sure that we are aware of your child's condition, restrictions, symptoms and treatment. Any method of treatment recommended by your physician (i.e. epi pen) will be discussed and necessary medications will be stored in the nurse's office and returned at the end of the camp season. ***If your child requires an Epi pen or any medication, an allergy action plan must be on file with the camp nurse by Monday, June 19<sup>th</sup>. If your child has asthma without a serious allergy you may complete the Asthma Action plan instead. Allergy and Asthma action plans can be found on the Tamarak website at [www.tamarakdaycamp.com](http://www.tamarakdaycamp.com).***

## **Transportation**

For the majority of our transportation routes, Tamarak has contracted with First Student to transport our campers to and from camp using their professional drivers. For a few of our smaller routes, which are further from camp and required to drive greater distances, we utilize 12-15 passenger vans. These vans are rented vehicles, and driven by Tamarak employees who are 21 years of age or over with DMV background checks performed by our insurance company.

### **Routes**

All of our transportation routes are door to door and generated to be as short as possible. We run small routes with small numbers of campers to insure that all of our campers spend no more than about 40-45 minutes on the bus each way. As a general rule, all of our routes are run in the same order for afternoon drop off as they are for the morning pick up – first on/first off.

### **Route Requests**

We pride ourselves on being able to accommodate just about any request that our camp families make. However, when it comes to transportation, please be aware that we may not be able to honor all of your requests in consideration for our other campers. Although we will try, we cannot guarantee first drop offs or friendship requests. Even if your camper lives very close to another camper, it does not necessarily mean that they will be on the same route. Our goal is to create the smallest most efficient routes possible.

### **Bus Counselors**

Each transportation route will have 1-3 bus counselors. A counselor will get off the bus during pick up and drop off to assist your child onto and off of the bus. In addition, they will sing songs, play games and initiate entertaining activities for your child to participate in during the bus ride. As always, the safety of your camper is their primary concern. If you have a question or concern with our transportation route or bus counselor, please contact the camp office.

### **Pick Up/Drop Off Times**

On Wednesday, June 13<sup>th</sup>, you will receive a bus note from your bus counselor. This note will introduce the bus counselors, offer some helpful information and give you an approximate pick up/drop off time. Please understand that this time is based on our practice times and is only an approximation. Actual route times may vary slightly. As information, we will not begin any of our suburban routes before 8:00 a.m.

### **Pick Up Procedures**

To facilitate a faster morning pick up, please have your child ready to go and outside (weather permitting) of your home about 5 minutes before your scheduled pick up time. Every extra minute that we spend at each campers home during pick up, means a longer bus ride for everyone!

### **Drop Off Procedures**

Please be aware that for the afternoon drop off we will not leave a camper at home without the camper getting inside the home to the care of a competent family member or caregiver. For example, if at drop off the camper can not get into the home, we will not allow them to stay outside or go to a neighbor's house (even if the neighbor offers) without first contacting you. In this situation, we will keep the camper on the bus and finish the route. The bus driver and counselor will notify the camp office and the camp office will contact you on how you want us to proceed. At no point will a camper knowingly be left alone.

### **Absences**

If you are aware that your camper will not be attending camp on a specific day, please let us know. Also, if your camper wakes up sick and will not be attending camp that day, please call the camp office by 7:30 a.m. at 847-634-3168 and let us know. We will contact the bus and let them know not to pick up your camper.

### **Bringing Your Child To Camp**

We strongly encourage you to send your child to camp on the bus or van, but understand that sometimes you may need to bring your child to camp. If this is the case, you will be directed by Tamarak staff on where to drop off your camper. If you plan on staying and visiting, please plan on arriving after 9:00 a.m.

### **Picking Up Your Child From Camp**

If you visit camp during the day and would like to take your camper home when you leave, you will be required to sign out your camper at the security gate. Please be sure to have photo id. If you are planning on taking other campers home with you, we must receive notification from their parents before they will be permitted to leave. For your convenience, and the safety of the other campers, please plan on leaving before 2:45 p.m. If you cannot leave before this time, you will be asked to wait until the buses have loaded and there is no danger to other campers. We will then send you out ahead of the buses. If arriving between 2:15 and 2:45 you are welcome to sign in and pick up your camper from their activity.

### **Bus Behavior**

Providing a safe and enjoyable ride to and from camp is one of our top priorities. As a result, if a camper misbehaves on the bus (i.e. foul language, disturbing other campers, not following bus rules) the following steps will be taken.

- 1.) A verbal warning from the Head Counselor and a phone call to the parents.
- 2.) Assigned seating on the bus, and a phone call to the parents.
- 3.) A meeting between the parents and camp staff.

### **Miscellaneous Transportation Information**

- \* Please be patient during the first couple of days in regards to pick up and drop off times. The first few days are always the slowest.
- \* If a bus is going to be more than 20 minutes late, we will contact you and let you know via telephone.
- \* All requests for changes in transportation need to be made in writing to the camp office. Please be sure campers' first and last names are used in all transportation requests.
- \* If your camper would like to go home with another camper on a different route, please let the camp office know at least one day in advance. Depending upon available space, we may not be able to handle your request.

- \* **Any changes regarding transportation must be handled directly with the camp office in writing using a Tamarak Bus Note. Please do not make verbal requests/changes through the bus drivers or bus counselors.**
- \* *We do run small routes with a small number of campers to insure routes are as short as possible. Therefore, there may be a time we may not have space on a route. You may call in the morning to make sure there is room on the route.*
- \* As always, if you have any questions or concerns regarding transportation, please let us know as quickly as possible at the camp office (847) 634-3168.
- \* Random bus check phone calls will be made throughout the summer to keep us apprised of route times, bus drivers and bus counselors. Your feedback is appreciated. We want the best bus ride possible for all campers.

## **Notes To Camp**

All camp correspondence must be neatly printed with the child's first and last name, camp group, and route number. Parents first and last name must also be neatly printed. Daytime phone number where parent(s) can be reached should be included. Please use a Tamarak Bus Note for this purpose. **Notes must be handed to bus counselor.** If a camper is going home with a friend, we must have a note from both campers' parents in order to honor request.

## **Visitation**

Tamarak has an open visitation policy and you are welcome to visit camp anytime. We are proud of what we do here at camp and happy to show you. We do prefer that you refrain from visiting during the first week of camp; however as camp parents ourselves we do understand that sometimes campers may have butterflies and need the reassurance that only a parent can offer.

All Tamarak campers should have a visitor permission form on file at camp, which was mailed to you in the February mailing. If you need to complete a form, you may download it from our website at [www.TamarakDayCamp.com](http://www.TamarakDayCamp.com).

The procedures that parents and visitors will need to follow when coming to camp are:

- Provide your license or state ID at the visitor's gate which will be verified and kept at the gate until the end of your visit
- Sign in the visitor book
- You will be given a name tag lanyard that you must wear during your visit
- Upon completing your visit, please return the lanyard, sign out of the visitor book and your identification will be returned
- If you are taking a camper with you, you will also need to sign your camper out in the camper book

**You will not be allowed to visit camp without presenting the appropriate form of ID.**

**Anyone visiting your camper during camp or signing them out of camp will need a license or state ID AND need to be on the visitor permission form for your camper.**

We will be having special camper activities on Friday, July 6<sup>th</sup> and Friday, July 27<sup>th</sup> Friday. So you can plan accordingly, we wanted to let you know that camp will be closed to all visitation from 9:00 to 11:30 a.m. on these dates. Camp is also closed to visitation on Wednesday, August 1<sup>st</sup> from 1:00 to 2:30 p.m. Thank you in advance for your understanding.

### **Parking**

When visiting, please park in the gravel lots adjacent to camp near our security gate at the end of the road. Please do not park on the shoulder of the road as this blocks the road for emergency vehicles.

### **Sign In/Sign Out**

Upon entering camp, you will be greeted by a staff member and asked to sign in at the visitor's booth. At that time, you will need to present your license or state id which will be checked against the visitor permission form for the camper you are visiting. Once that has been verified, your license will be kept in our lock box until you sign out. **You will not be allowed to visit camp during camp hours without presenting the appropriate form of ID.**

You will be given a name tag lanyard that you must wear during your visit. Our staff will then direct you to your child's activity. When leaving, please return the lanyard, sign out and your license will be returned. If you will be taking a camper home with you, you will be asked to sign them out as well. Please do not take your camper home without signing them out.

### **Speaking with staff**

During your visit, your camper's counselor will be happy to speak with you briefly about how your child is doing at camp. But please understand if they are only able to speak with you for a short time as they are responsible for other campers as well. If you have any questions or concerns that you would like to discuss in greater detail, please ask to speak with a member of the head staff.

## **What You Need To Bring To Camp**

### **Clothing**

Basic rules to remember for dressing for camp:

- 1.) **Label Everything!** – Shirts, Socks, Underwear, Shorts, Shoes – Everything! Each summer, we have clothing that remains unclaimed, and every single piece is unlabeled. If it is clearly marked with your camper's first and last name, the chances of us finding it and returning it are very good. Label all clothing with bold permanent marker!
- 2.) Dress your campers in comfortable clothing that can get dirty.
- 3.) Please do not send your camper's favorite clothing or expensive clothing and swim suits to camp.
- 4.) During the Camper Open House or on the first day of camp, send a sweatshirt (clearly labeled) and long pants (clearly labeled) in a zip lock bag (clearly labeled). For younger campers, please also send a full, extra set of clothes. These will be kept at camp in your child's clubhouse for cool days.
- 5.) **We require that all campers and staff wear gym shoes daily. They are safer for running and hiking than sandals, flip flops and crocs.**
- 6.) Please send a Tamarak camp bag or child's back pack that has been clearly labeled to bring items to and from camp.

### **Swim Suits**

During the Camper Open House or on the first day of camp, please send 2 swimsuits that have been clearly marked with your camper's first and last name. If a girl has a two piece suit please label both pieces. Suits are dried after each swim. Each Friday, we will send 1 suit home to be washed. Please return it the next Monday. We will keep the other suit here at camp as an extra in case the other suit becomes lost or forgotten at home.

### **Ear Plugs/Swim Goggles**

If your child is required to wear ear plugs for swimming, please make sure that they are clearly marked in a hard case. They will be given to your child's group counselor for safe keeping and handed out and collected during swimming. Ear plugs will be stored in the Nurse's office. We also realize that some campers have eye sensitivity to pool water and require swim goggles. If this is the case, please make sure that they are clearly marked.

# What You Don't Need To Bring To Camp

## **Sunscreen**

Please DO have your camper apply sunscreen prior to coming to camp each day but you DO NOT need to send sunscreen to camp with your child. Tamarak uses the following sunscreen to protect the campers from sunburn:

### **Rocky Mountain SPF 50 Broad Spectrum Sunscreen**

This sunscreen is waterproof and pediatrician recommended. Please apply sunscreen in the morning prior to sending your child to camp. Your child's counselors will make sure sunscreen is applied after each swim session for maximum sun protection. Should your child have a problem with using the camp's sunscreen, please feel free to contact our nurse to arrange alternative sun protection.

## **Mosquito Repellent**

Please feel free to apply bug spray prior to coming to camp each day and we will reapply after each swim. Being in a wooded setting, mosquitoes are going to be present to a certain extent. To minimize them, our maintenance staff is diligent about insuring that we keep standing water to a minimum and that the grass and weeds are regularly mowed. In addition we also participate in an abatement program. Most of the spraying that we conduct here at camp takes place in early June before camp starts. We will also spray occasionally during the summer– but only on weekends or if needed after camp in the evening. We do not spray before camp or while campers are on the grounds. We also keep a supply of Family Care Off in each clubhouse, so you do not need to send a supply from home.

## **Towels**

Your camper will be provided with a freshly laundered towel after each swim. Please do not send towels from home.

## **Water Bottles**

During the warm days of summer, nothing tastes better than a cold drink of water. To keep everyone healthy and hydrated, we have many water fountains and water coolers located throughout camp. If you send a water bottle to camp please be sure it is labeled with your campers' first and last name.

## **Money/Jewelry/Valuables**

There is no need for our campers to bring money to camp. Everything they will need during the day will be provided for them. Jewelry is very hard to keep track of during the camp day and should be left at home. Other valuables (Ipods, Cell Phones, Personal Sporting Equipment, Pocket Knives, etc.) should also be left at home. Please understand that Tamarak is not responsible for lost items. Although we will do our best to see that the lost items are returned.

## **Lunch/Snack**

Our campers on the lunch program will have their lunches delivered each morning and stored in our refrigerators. For our campers who elect to bring their lunch from home, they will be collected each morning upon arrival at camp and stored in our refrigerators. We also serve water, so there is no need to send a beverage from home. Here are a few helpful lunch tips:

- 1.) Please send lunches from home in disposable or insulated lunch bags that are clearly marked with your campers first and last name. Lunch boxes are not recommended.
- 2.) Please do not send foods that need to be prepared or heated.
- 3.) Please do not send cans or bottles of soda.

**Snacks:** Each camp day will include a light snack, provided by Tamarak, of either Nabisco Honey Maid Graham Crackers or Pepperidge Farm Cheddar Goldfish Crackers. Popsicles are a daily treat at the end of the camp day.

## Outings/Field Trips

The only groups that are permitted to go on Outings, are our Super 8's (B's) and Program Plus (A's) campers. The B boys and girls will go on outings every other week and the A boys and girls will go on an outing every week. The following tips will help you plan for your child's outing:

- \* Please see the enclosed schedule for the outing dates and locations.
- \* The only thing that your child needs for the outing is their Tamarak outing shirt.
- \* If the outing is to a waterpark, your child can wear his/her swimsuit to camp.
- \* Please send your child in gym shoes and socks on outing days. We want everyone to be prepared for an alternate activity in case of inclement weather.
- \* Our outings have been carefully planned, and include lunch, so you do not need to pack a lunch on your campers outing day. If your child has any special dietary restrictions, please let us know and you may send a lunch from home; please note we will not have refrigeration available.
- \* **Everything has been taken care of for your child's outing, so please do not send money, towels or backpacks.**

A and B campers will also have the option to participate in Athletic Outings each week on Wednesdays. They can choose to do this on a weekly basis as it is included in their schedule.

C campers will go on a ½ day Athletic Outing to Butterfield School every Thursday and D campers will go on a ½ day Athletic Outing to Butterfield School every other Tuesday. Under the direction of our Athletic Director, Pat Krech, and all of your child's counselors, the campers will play gym games and learn new skills. Please see the flyer included in the precamp mailing packet for more information.

### Outing Information

Please note that we must have your child's *Emergency Contact* form on file at camp by June 18<sup>th</sup> in order to ensure your child's participation in all outings.

#### **Outing Drop off/ Pick up Procedure:**

If you need to drop your child off at an outing, first you must call Tamarak and let them know that you will be meeting us at an outing. Then you can contact the Outing Coordinator on our outing cell phone at 847-636-2753 and set up a drop off area. When you meet the Outing Coordinator, they will have you sign your child in and they will then make sure that your child finds their assigned group.

If you need to pick your child up from an outing, first you must call Tamarak in the morning and let them know that you will be picking your child up at the outing. When you arrive at the outing you will need to call the Outing Coordinator on Tamarak's outing cell phone at 847-636-2753 and they will bring your child to you. Please be prepared to show a photo ID and sign your child out.

#### **Outing Lunches:**

**We are providing you with the lunch menus for each outing on the enclosed Outing Schedule. If for any reason your child does not like or cannot eat the provided lunch, please pack him/her a lunch from home. Unfortunately, we can not provide refrigeration, so please be sure to plan accordingly.**

As always, if you have any questions, please let us know.

## Swimming Program

Tamarak Day Camp has a long tradition of swimming excellence. We believe that swimming is an important learning and recreational activity. Our program is based upon the premise that learning to swim can help develop an individual's self-confidence and self-esteem. Tamarak uses the American Red Cross Learn-to-Swim program as its guide to teaching swimming. More information regarding our swimming levels can be found on our website.

# Communication

Communication is a critical aspect of providing a positive camp experience for your child, and we always want you to be informed of any developments at camp. You can expect to receive the following during the course of this summer.

## **Weekly Email Memo**

As the name suggests, you will receive this email each week. The Weekly Email Memo is provided to let you know general camp information and important upcoming events.

## **Swim Reports**

Campers' swim level will be identified the first day of camp. Parents will be notified of campers' swim level and skills within the first week of camp. You will then receive swim reports every other week from your camper's swim counselor. They consist of a check list of how your child is developing in their swim level as well as a general comment about their progress in the pool.

## **Unit Email Newsletters**

Unit email newsletters are posted on our website each Friday from your camper's Unit Leader. They are more unit specific about what is going on with your child's unit.

# **Odds and Ends and Other Info**

## **Severe Weather**

Occasionally in the summer, we will experience inclement weather. Depending on how heavy it is raining, we will adjust our schedule accordingly (sprinkles/light rain = no schedule changes – heavy rain/thunder storms = rainy day schedule). We are equipped with a lightning prediction device at camp that will alert us when a lightning storm is approaching. If this occurs all campers and staff will stay in their shelters. If the weather threatens to turn more severe, we will put into action our emergency plan and get everyone into shelters in the camp office, school and pool houses.

## **Security/Safety**

The property at camp is entirely fenced in, and all of our access gates are locked with the exception of our security gate where visitors are greeted and required to sign in. When signing in, the visitors are required to present a license or state ID. This identification will be checked against the camper's visitor permission form. The visitor's name must appear on that form to be allowed to visit camp. Once that has been verified, your license will be kept in our lock box until you sign out. **You will not be allowed to visit camp during camp hours without presenting the appropriate form of ID.**

You will be given a name tag lanyard that you must wear during your visit. Our staff will then direct you to your child's activity. When leaving, please return the lanyard, sign out and your license will be returned. If you will be taking a camper home with you, you will be asked to sign them out as well. Please do not take your camper home without signing them out.

## **Overnights**

All A, B and C campers (boys and girls), will have optional opportunities to spend the night at Tamarak during the course of the summer. The overnights are held in the music room. Typical activities include an after camp swim, games on the athletic field, a delicious catered dinner, spirited games of capture the flag and one or two movies before bedtime. We also serve breakfast in the morning to the campers to get the day started. All activities are closely supervised by Tamarak staff, and a Head Staff member is on site at all times. You will receive more information on the overnights in your pre-camp mailing.

If for any reason you have any questions or concerns, please feel free to contact the camp office at 847-634-3168.