



CIT

Parent Manual

2025



Welcome to CITs!

We are all looking forward to a summer that is safe, fun-filled, relaxing, and enjoyable! This packet was written to clarify our operating policies and procedures. Please review the contents of it carefully. All parents are responsible for reading and understanding its contents.

The philosophy of the Northfield Park District Summer Camps is to create an environment that encourages children to have fun and feel safe. Our entire staff strives to provide camp memories that are lasting and enjoyable for your child, with your child's safety as our number one priority.

Director Information

All Northfield Park District summer camps, including CITs, are overseen by myself, Vicki Heuer, our Recreation Supervisor, Dan Faust.

Schedule

The CIT program meets daily, rain or shine, from June 9th – August 8th. Session 1 is June 9th – July 11th and Session 2 is July 14th – August 8th. CITs are expected to be here 8:15am to 12pm for the half-day option and 8:15am to 3pm for the full-day option, every day of the session(s) they are signed up for. CITs who have turned in a signed permission slip to walk or ride their bikes to and from camp will be dismissed within the CIT pick-up windows of 11:45-12:00pm or 2:45-3pm.

Outdoors (when possible)

All camps will be held outdoors as much as possible.

Park District Staff

Training is our most useful tool for ensuring professional, prepared, and caring staff. Before camp begins, the staff is trained in safety, dealing with behaviors in a positive manner, program/activity planning, emergency procedures, and more to prepare our team for a successful summer. Staff members are also trained and certified in CPR and First Aid.

Our staff is your first line of communication! They are busy, but will always make time for questions, concerns, suggestions, and to hear what we're doing well.

Communication

Communication is important to the success of the CIT program. All of us, parents, counselors, directors, etc. are working together to ensure each child has a positive experience at camp. We can only do this through effective communication. The methods we use are:

- **Camp Calendars**
 - Camp calendars are posted on our website at northfieldparks.org. Programs and Events -> Summer Camps -> [Camp Calendars](#). Please note that all camp calendars are subject to change.
- **CIT Calendars**
 - Linked are the June, July, and August daily calendars for when CITs meet and subjects they will be discussing.
 - [June](#), [July](#), [August](#)
- **Email**

Please do not hesitate to contact Dan, dfaust@nfparks.org, or myself, vheuer@nfparks.org, with any questions, comments, or concerns throughout the summer.
- **Further Questions/Comments/Concerns**

Please feel free to contact our Superintendent of Parks and Recreation, Jim Reuter, jreuter@nfparks.org, with any additional questions, comments, and concerns.



Field Trips

All our field trips are scheduled as **full days** on Wednesdays for Trailblazers and Sports Camp. If your child wants to be a CIT for either of these camps, it is required that they are full day every Wednesday during their session. CITs are also required to travel to and from field trips on the bus. No CIT will be dropped off or picked up at the field trip location. Half day field trips are scheduled on Thursdays for Giggle Gang. If any of these trips need waivers signed, I will let you know. We will email all parents the Friday before what your CIT needs for the field trip. If you have any questions about upcoming camp days, feel free to ask Vicki or Dan.

Medical/Emergency Forms

This year, our Emergency Contact and Medical Information form is online [here](#). This Google Form must be completed and submitted for EACH individual camper before their first day of being a CIT. The Authorized Pick-Up List ([here](#)) must also be completed for each of our families. **Both these forms must be completed and submitted to us before your child will be allowed to attend camp.**

Emergency contacts will be called when parents/guardians are unavailable and your child is sick, injured, or still at camp after it ends. If there are any changes and/or additions to the emergency contacts, please email them to Dan or me.

Medical Emergencies

In the event of a medical emergency or accident, camp staff, or a full-time Park District staff member will provide emergency first aid. We will then contact the parent/guardian or emergency contact. If the parent/guardian or emergency contact cannot be reached, and emergency care is required, the staff will call the Northfield Fire Department to transport the child to the nearest hospital, at the expense of the parent/guardian.

Medicines

Necessary medications may be administered to a child during camp upon filling out the Permission to Dispense Medication form. If you need one, ask at the front desk of the Community Center, contact us, or download a copy [here](#). Prescription medications must be labeled. Medicine must be brought in its original container.

Illnesses

For the protection of all campers, your child should be kept at home (we CANNOT accept them at camp) if they show any of the following symptoms:

- A temperature or rash
- Diarrhea or vomiting
- Lice
- Discharging of ears or eyes
- Repeated toilet accidents
- COVID-19

Parents should exercise every precaution. Children must be well enough to participate in all regular planned camp activities upon returning to camp from an illness. If a child has a contagious disease, they should be kept at home and the *FACT OF THEIR CONDITION SHOULD BE REPORTED TO DAN OR ME*. Strep throat, hand-foot-mouth, measles, mumps, chicken pox, head lice, COVID-19, etc. are among these conditions categorized as “highly contagious”.

If a child is kept at home with a contagious disease a doctor’s note is required before that child may return to camp. Doctor’s notes should be emailed to me at vheuer@nfparks.org or dfaust@nfparks.org.

If a child becomes ill during the day, the parent/guardian or emergency contact will be called with the request to take the child home.



Camp T-Shirts

Your child will receive 2 CIT shirts at their training on May 14th. **All CITs MUST wear their CIT t-shirt daily.** If you are interested in purchasing more CIT shirts for \$15, please let Vicki know. Backpacks brought from home can be used to carry extra clothes, sunscreen, towels, water bottles, and other necessities.

Lost & Found

Items accumulate quickly! If items are marked with names or initials, they can easily be returned. Items not marked will be put in the blue lost and found box in the lobby of the Community Center. At the end of camp, items not claimed will be donated to a local charity. It is the parents' responsibility to check this lost and found box.

Items from Home

If an item from home is brought to camp, the Northfield Park District cannot be held responsible for it. Please do not send your child with any valuable items, toys, etc. as they are easily misplaced.

Cell Phone/Watch Usage

To maintain the continuity of our schedule and rules, we ask that children refrain from having or using cell phones or watches during camp hours. If children are having trouble keeping off their devices, Park District staff can take the device and leave it at the front desk until the time of dismissal. Our staff has access to a phone at all times, and children are able to use the phone as needed to contact parents and/or guardians throughout the day. If you have any questions please don't hesitate to contact Dan, dfaust@nfparks.org, or myself, vheuer@nfparks.org or our front desk (847)-446-4428.

Bike Riding/Walking

We know that some of the CITs walk or ride their bikes to camp. Please fill out the walk/bike form [here](#). We must have this by the campers' first day of camp to allow them to walk or ride their bike. Please make sure you and your camper about being extremely alert and careful when riding or walking. A crossing guard will be present at the corner of Willow and Wagner from 8:45 to 9am and 11:45am to 12pm.

Parking

During the summer months, the Community Center is a busy place and parking can be a challenge. Please park in the designated areas only. Please be sure to drive slowly and watch for children walking or riding bikes.

Drop-off/Pick-up Procedures

CIT drop-off begins at 8am and all CITs need to be here by 8:15am each day of their session. The drop-off location for CITs is the front doors of the Northfield Community Center, 401 Wagner Road. Pick-up is 11:45-12:00pm for half-day CITs and 2:45-3pm for full-day. Pick-up will be in the turnaround of Middlefork School this summer, 405 Wagner Road. All CITs are required to sign out with the CIT director before leaving in their car, bike, or walking. CITs that have turned in a signed permission slip to walk or ride their bikes to and from camp will be dismissed within the pick-up windows listed above.

For security reasons, please inform Dan or Vicki, in writing, of any changes to your child's day, especially if your child is going home with someone other than a parent. **Staff will not release your child to any person who has not been authorized, in writing, by the parent(s) to receive the child.**

Late Pick-up Policy

Camp ends at 12pm for half-day camp and 3pm for the full-day option. The camp staff has other commitments. Please be considerate and pick up your children promptly at dismissal time. **Failure to pick up campers by 12 or 3pm will result in a verbal warning for a first offense, and thereafter, a \$10 fine for each 15-minute increment.** Parents that are constantly late in picking up their children from camp may be asked to leave the program.



Snack/Lunch

Please send your child with a nut-free snack each day and include a beverage. If your camper will be with us all day, they will need to bring a snack as well as a lunch each day. If a child does not have a lunch, we will call you to bring something so make sure you check that your full-day camper has brought their lunch. The Northfield Park District does not have food to give campers who forget their snack or lunch. We will eat lunch at approximately 12pm each day. Children are not permitted to share food. **CIT SNACK TIME is NUT FREE, no snacks with nuts.**

Behavior Expectations

The Northfield Park District encourages everyone to have fun at camp. However, certain rules have been established to ensure the safety and enjoyment of everyone. All campers and parents are expected to demonstrate age appropriate behavior during the camp programs. The Northfield Park District behavior code includes the following expectations:

1. Show respect to all campers, staff, and volunteers
2. Follow directions from staff and volunteers
3. Respect the equipment, supplies, and facilities
4. Refrain from using inappropriate or foul language
5. Refrain from any aggressive behavior (hitting, punching, slapping, kicking, biting, etc.) regardless of whether the behavior is initiated or in retaliation
6. Do not show continuous disruptive behavior
7. **Have Fun!**

All discipline matters will be approached on an individual basis and will be dealt with in a positive and caring manner. The Northfield Park District has a “3 strikes” policy, but also reserves the right to suspend or dismiss a participant on less than “3 strikes” if the above noted behavior expectations are not adhered to and/or a parent/guardian response to a problem is not attempted. Each situation will be evaluated individually.

Happy Summer!

Vicki Heuer

Director of Recreation
Northfield Park District
vheuer@nfparks.org
847.446.4428



MIDDLEFORK SCHOOL TURNAROUND MAP

