

MINUTES OF SEPTEMBER 19, 2017 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:00pm and roll was called.

Commissioners present:

Dudley Onderdonk, President
Lisa Brooks, Vice President
Josh Lutton, Treasurer
Stefanie Boron, Commissioner
Steve Gaines, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary
Carol Mensinger, Director of Finance/HR
Chris Leiner, Director of Parks/Maintenance
Bobby Collins, Director of Recreation/Facilities
Erin Maassen, Manager of Marketing/Comm.
Jenny Runkel, Administrative Assistant
Stephani Briskman, PM: Youth/Arts/Camps
Chris Pietrini, PM: Athletics & Sports/Teen Camps
Naomi Garvett, PM: Early Childhood/Camps
Jessica Stockl, Early Childhood Supervisor

Members of the public in attendance who signed in or spoke: Mia & Marisa Bingham

Consent Agenda: A motion was made by Commissioner Gaines to approve the consent agenda items as presented including Minutes of the August 17, 2017 Regular Board meeting, September 5, 2017 Special Projects and Facilities Committee meeting, and Approval of the Bills. Commissioner Boron seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk

NAYS: None

ABSENT: None

Matters from the Public: Mia and Marisa Bingham addressed the Board on the benefits of a tennis backboard at Phil Thomas (Shelton) Park for the inside of the fence.

Financial Report: Director of Finance/Human Resources Mensinger stated we are six months into the fiscal year. Recreation revenues were down last month due to timing when fall registration was held in 2016 versus 2017. We are back up over where we were last year. The significant deficit in the Administrative and Recreation accounts are due to Fund 69 transfers of \$1.1 million versus the 2016 transfer of only \$250,000. The Beach is close to what we were last year at this time, despite cooler weather this year compared to last year. Parks revenue sources were reviewed including benches and tree donations. Watts increased revenue is due to off-season rentals and ice rental deposits collected earlier than normal.

Executive Director Sheppard congratulated the Recreation Team and Manager Maassen on a fantastic Mud Run.

Presentation of the Youth Camps Report: Director Collins and Program Managers Briskman, Pietrini, and Garvett presented the Youth Camps Report attached to these minutes. Discussion with the Board ensued.

Presentation of the Early Childhood Report: Director Collins, Program Manager Garvett, and Program Supervisor Stockl presented the Early Childhood Report attached to these minutes. Discussion with the Board ensued.

Staff Reports: Staff shared additional information not included in their Board Reports.

Director Mensinger shared that the budget process has begun and the levy will be presented to the Board at the October 3 Finance Committee of the Whole meeting.

Director Collins disclosed that the Beach is closed for the season; however we are keeping bathrooms open on warm days. With the nice weather, we had 300 people on Saturday and 200 on Sunday visit the Beach. The very successful Mud Run was this past weekend with 264 runners. The Doggie Dip on Sunday had over 50 dogs, a very popular event in the community. Fall programming started a couple weeks ago is going well. Upcoming events were reviewed. New Disc Golf signs and baskets will be installed this fall.

Executive Director Sheppard gave an update on the Village project of removing the exposed water pipe from the water's edge and moving it closer to the beach house; a benefit to the Park District. By moving the pipe back, some of our boat storage might need to be moved and rebuilt. Next year, we plan to purchase a piece of machinery stored on the boating side to spread sand as needed to avoid this year's problems. The Village will begin work in November after the boating beach is closed and will be helping with the cost of rebuilding the boat storage that will be taken down during this project.

Director Leiner stated that the facility shutdown in August went well. New floors were installed at Watts. The Takiff automated building system installation project including training and launching of the system is wrapping up. The Parks staff had a great time creating obstacles and setting up the Mud Run.

Executive Director Sheppard filled the Board in on parking lot construction beginning tomorrow. Communication and plans regarding staff parking was reviewed. Fitness area construction is under way. Work is primarily being done in the bathrooms. We will not open the fitness area until the parking lot is complete, most likely December 1.

Astor Park should be done in two weeks. The split rail fence is being installed this week as well as tree planting, then sod installation to follow. The grand opening will be a Halloween trick or treat spot.

Manager Maassen shared Mud Run positive feedback on social media. Our summer intern created videos to promote national recreation month. We are waiting on West Park drone footage, which should come in this week.

The Safety Committee reported two accidents where cars backed into our parked vehicles.

Executive Director Report: Executive Director Sheppard shared that we were approached by the Glencoe Historical Society regarding Park 7n. The background was reviewed for our new commissioners; this idea of the reconstruction of the Frank Lloyd Wright Waiting station and development of Park 7n in a Jens Jensen design began two years ago. About one month ago, they forwarded an agreement with terms discussed by Executive Director Sheppard, Commissioner Brooks, and Commissioner Gaines. They indicated they only want to do the waiting station project at this time, due to limited funds. The staff have no issues with separating the projects. The agreement was specific with safety measures to protect the Park District from expending any Park District funds for this project and insuring it is a facility that is well constructed. This agreement will set precedence for this type of project in the future. GHS has not disclosed the amount of funds raised. Executive Director Sheppard indicated that the Board would need to review and approve the plans and hold a community meeting prior to any construction. The land that the Waiting Station is being built on was donated to the Park District from the Village. In the agreement if the project is never completed, then the land would revert back to Village ownership. Sheppard asked the Board if they approve of moving forward with the Waiting Station only with no expectation that the park landscaping portion be completed. Discussion ensued. The Board gave direction to staff to communicate with GHS to move forward with the waiting station project without the park portion if an agreement can be reached that ensures no tax dollars are used in construction of the Waiting Station.

Executive Director thanked the Parks Team and School District 35 on the West Playground. The playground is a unique and well-used park with attendance during afterschool hours up considerably. We are having an issue with unauthorized bikes, scooters, and skateboards on the playground. Staff are installing three signs reminding park users that bikes, scooters, and skateboards are not allowed on the play surface.

Sheppard indicated that we once again did part-time employee surveys, which came back very well. Staff will review and take away improvements where needed.

A cooperative intergovernmental initiative with the Village and school district for a Village-wide active transportation plan to make our parks and schools safer and bike-able is underway. In relation to our capital project of the Old Green Bay parks, the Village is very interested in partnering with the Park District on extending the Green Bay trail from Maple Hill to South.

Another cooperative intergovernmental initiative is a plan for Tudor Court, which will affect Friends Park and Women's Library Club Park. Ideas included parking on Vernon along Friends Park, which would remove the berm, taking away the buffer from the park. Another idea would be dead-ending Glencoe Drive and expanding the green space of the current park. Executive Director informed the committee that no funds currently are budgeted for improvements of that park and that the Park District would need to take the lead on any plans for that park space.

Executive Director Sheppard presented the six-month goals. Discussion ensued. The Distinguished Agency project is taking longer due to the new Director of Recreation & Facilities transition, but will be done within the two-year mark.

For our Strategic Plan, we are recommending working with Heller and Heller who facilitated our Master Plan. The kick-off meeting will be in November at our Committee of the Whole meeting.

Sheppard welcomed Bobby as the new Director of Recreation, currently doing both his new role and his previous Beach/Ice Facility Manager position. A search is underway for a new Facility Manager.

The GPD annual community give-back is scheduled on Sunday, October 1, geared for sixth grade and up. Proceeds will go to The Night Ministry.

Appointment of Members to the Beach and Lakefront Advisory Group: Sheppard reviewed the process and review of the applications with herself, Commissioner Onderdonk, Director Lushniak, and Director Collins. Anyone not appointed may come to the open meetings as a member from the public.

Dudley appointed the members recommended by staff who will be notified tomorrow.

Action Items:

Approval of the FY2018/19 Master Plan Capital Projects: A motion was made by Commissioner Gaines to approve the FY2018/19 Master Plan Capital Projects as presented with the contingency fund set aside. Commissioner Brooks seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk
NAYS: None
ABSENT: None

Approval to Proceed with the Glencoe Park District 3-Year Strategic Plan: A motion was made by Commissioner Brooks to approve to proceed with the Glencoe Park District 3-Year Strategic Plan as presented. Commissioner Boron seconded the motion.

Discussion ensued. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk
NAYS: None
ABSENT: None

Approval to Change the Time of October 17 Regular Board Meeting: A motion was made by Commissioner Brooks to approve to change the time of the October 17 Regular Board meeting to begin immediately following a 7:00pm Finance Committee of the Whole meeting as presented. Commissioner Boron seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk

NAYS: None
ABSENT: None

Approval of a Web Based Time Clock Management Software System: A motion was made by Commissioner Brooks to approve Glencoe Park District to enter into a contract with TimeClock Plus for the purchase of their web-based (cloud) timeclock software system at an initial cost not to exceed \$30,000 as presented. Commissioner Boron seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk
NAYS: None
ABSENT: None

Approval of the Altamanu, Inc. Contract for Three Playground Design Services for 2018/19 Capital Projects: A motion was made by Commissioner Gaines to approve the Altamanu, Inc. agreement for the playground design services for Vernon and Jefferson, Old Elm, and Woodlawn playgrounds not to exceed \$104,000 as presented. Commissioner Brooks seconded the motion. Board input is shared with the Executive Director who shares it with the architect. There is a fee of \$1,800 for an additional meeting with the architect. NRPA exhibit hall detail was shared. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk
NAYS: None
ABSENT: None

Approval of the Altamanu, Inc. Contract for Lincoln and Crescent Playground Design Services: A motion was made by Commissioner Gaines to approve of the Altamanu, Inc. agreement for the playground design services for Lincoln and Crescent not to exceed \$31,000 as presented. Commissioner Lutton seconded the motion.

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk
NAYS: None
ABSENT: None

Other Business: Changing the Regular Board meeting from December 19 to the 12th was discussed and will be up for approval at the October Board meeting.

Adjourn to Closed Session: There was no reason to go into Executive Session.

Adjourn: Commissioner Gaines moved to adjourn the meeting at 9:02pm. Commissioner Lutton seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary

2017 Summer Camp Report



Glencoe Park District
September 19, 2017
Stephani Briskman
Chris Pietrini
Naomi Garvett

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Introduction

The Glencoe Park District summer camp programs provide a wide selection of experiences for participants 2 to 16 years old. A variety of activities take place in a typical camp week, including swimming, crafts, nature awareness, games, sports, special events, field trips, cookouts, and theme days. Camps are structured to provide opportunities for children to make new friends, grow, learn, discover, and, most importantly, to have fun within their surroundings.

This summer could be described as a year of successful transition for the summer camp program. There was a number of new part-time staff including counselors, head counselors, and camp directors. With staff new in their positions, it provided the opportunity to take a fresh approach and enhance the camp program. From small details like drop-off and pick-up procedures, to new field trips to places like The Chicago Shakespeare Theatre, the camp experience in 2017 had a new and innovative feel while at the same time, maintaining the high standards of service and communication that have existed in previous years.

The camp season began on June 12 with a week of Summer's Beginning and Safety Town camps. The full schedule of camp offerings began on June 19 and went eight weeks, concluding on August 11. The camp season concluded the week of August 14-18 with the Summer's End camp and another offering of Safety Town.

The camp staff had a number of overarching goals that were earmarked heading into the 2017 camp season. The goals were created with a vision of providing an exceptional experience for the residents of Glencoe.



- Provide a safe and fun camp experience for every participant
- Exceed camper and parent expectations with the highest levels of customer service and quality programming
- Provide activities that engage the camper and offer a variety of experiences
- Be flexible and solution oriented when weather or other factors dictate a change in schedule or planned activities.
- Continue to develop our marketing/PR strategies to increase enrollment and minimize cancellations
- Seek opportunities to continue to build authentic relationships between staff, campers, and families through open lines of communication.
- Identify and overcome barriers and roadblocks that may hinder camp participation or decrease the level of service provided

Camp Descriptions and Overview

The Glencoe Park District puts an emphasis on providing summer camps for children of all ages. Staff has acknowledged that parents sign their children up for camp for a variety of reasons such as social development, exposure to new experiences, the opportunity for adventure, or simply out of the necessity for childcare during the summer months. The variety in age offerings, time offerings, and weeks of camp offered have taken into consideration the constantly evolving family schedule and the need to accommodate many different situations.

In addition to these descriptions, all camps offered a number of additional services. This summer Marla's Brown Bag Lunch company once again provided a meal option to all the campers. This service allowed parents to sign-up online to have a lunch delivered to their child at camp every day in lieu of sending them with a traditional sack lunch. The services of the North Suburban Special Recreation Association were also offered for every camp. NSSRA coordinates with the Glencoe Park District to provide inclusion companions for any camper with a disability or special needs. Additionally, NSSRA staff led a camp training session on inclusion services, behavior management, and disability awareness. Finally, the Glencoe Park District Scholarship Program was available to provide an opportunity for recreation for anyone with a financial barrier to participation.

The following is a brief description of each camp including age demographic served and a summary of what participants can expect.

Summer's Beginning and Summer's End

These two camps serve as the "bookends" to the traditional summer camp program. These camps are offered the week prior to and the week after the regular camp season to accommodate parents that need childcare during those weeks or participants that want to start the camp experience early or extend it later into the season. These programs serve participants from kindergarten up through fifth grade and provide them a traditional camp experience during a time when camp is not traditionally offered. Fieldtrips included waterparks, bowling, and a trip to an ice rink.

Safety Town

Safety town mirrors the schedule of Summer's Beginning and Summer's End with offerings the week before and the week after traditional camps. However, Safety Town serves younger camp participants who are ages 4-5. This camp focuses on instilling confidence in the young campers through exposure to safety related topics and places including crossing the street and sign recognition to visits from Public Safety and Beach Lifeguards.

Teddy, Panda, and Koala Bear Camps

The "Bear Themed" preschool camps serve the following age groups

- Teddy Bear Camp: Age 2 (9:15-11:15am daily)
- Panda Bear Camp: Age 3 (9:00-11:30am daily)
- Koala Bear Camp: Age 4 (9:00-1:00pm daily)

These camps utilize a mixture of seasonal staff and preschool teachers to ensure a safe environment focused on child development. The Teddy Bear camp understands the attention and sensitivity needed for first time campers. The Panda Bear Camp takes the next step in exposure to camps with more indoor and outdoor activities. The Koalas Camp offers a slightly longer day than the other two camps and takes the extra step of exposing campers to off-site field trips. The shortened camp days assist in a smooth transition to the camp program as children get older as well as full day kindergarten.

Kinder Korner Camp

Geared for kindergarteners, this camp offers a variety of activities including cooking, singing, games, and crafts based on a weekly theme. The Kinder Korner camp day runs from 9:00am-1:00pm. Staff takes campers on field trips and visits the beach on a weekly basis. The “Stay and Play” option for this camp, as well as the Bear Camps, gives campers the option to extend their day until 3:00pm if needed or desired.

Camp Sun Fun & Camp Adventure

Sun Fun and Camp Adventure are the signature camps of the Glencoe Park District. These programs serve participants in first through third grade (Sun Fun) and fourth and fifth grade (Camp Adventure). A normal camp day begins at 8:45am with drop off. From there, campers are then off to a field trip to places like water parks, arcades, professional sporting events, or a day around the Takiff Center full of activities planned and executed by the seasonal camp staff. By the end of the day at 3:00pm, campers should be worn out from an action-packed day of activities with their friends in their assigned groups. The camp includes two overnights at the Takiff Center.



Action Quest

The Action Quest camp serves the older camp population of sixth through ninth graders. The most popular aspect of this program is advertising a camp that is always “on the go”. Action Quest campers spent every day except for 4 away from their home base at the Watts Center by going on field trips that include a Cubs Game, numerous water parks, and even Great America. This camp also visits the beach once a week for swimming and kayaking and also tries to spend two overnight outings at the beach camping in tents. Camp runs daily from 9:15am-3:15pm.

Counselor In Training (CIT)

The CIT camp combines a hybrid of camper experiences and camp staff experiences. In addition to providing the participants of this camp a fun and enjoyable summer of field trips and activities, this camp also puts a focus on preparing participants for a possible job on the camp staff team at the Glencoe Park District once they are sixteen years of age. CITs now receive training at the beginning of the season similar to that of the camp counselors. CITs are then assigned to lead counselors and camp groups spread across all of the Glencoe Park District

camps based out of Takiff and charged with assisting the camp staff in daily camp operations. In turn, camp staff provides feedback and mentorship. Counselors-in-training receive an evaluation from the camp director at the end of the session highlighting personal strengths and areas to improve upon in order to become the ideal candidate for a camp position in the future.

Marketing and Promotion

A significant amount of time and energy is placed into properly marketing and prompting the wide variety of summer camp offerings offered each year through the Glencoe Park District. This year, a 10-page detailed camp guide was published in both the winter and spring/summer brochures. Residents were encouraged to look online for specific camp details, including session options and early bird discounts.

Camp registration began two weeks after the winter program guide was mailed in late November. An early bird discount was offered from November 30 through February 28, which was marketed using email blasts, flyers, and posters. Information was also posted on the Glencoe Park District website, TV system, and on sponsored social media posts. Special event attendees were given flyers at events, which were also distributed to program participants. Staff also included camp articles in the summer Glencoe Quarterly and the Summer Sampler, a 4-page mailer with a variety of programming options sent to residents.



A one minute YouTube video was created to advertise the camp program, which was displayed on social media and email blasts, as well as played on a loop on all facility TV's during the winter months. A six foot banner, advertising camp and beach fun, was also on display in the Takiff Center lobby and Glencoe Beach's Halfway House for most of the spring and summer.

A Camp Reunion Night complete with a deejay, giveaways, and visits with past counselors/campers, was held during winter break to cultivate excitement for the program and generate positive publicity. Email, posters, and social media were utilized to promote the event.



Paid ads were included in the Glencoe PTO fundraiser book, Family Service of Glencoe's fundraiser book, and in the Chicago North Shore & Visitor's Bureau 2017 Guide.

To improve parent communication with carlines, we worked with our website designers Accuraty Solutions and Rainout Line to create an alert system to post emergency notices quickly on the District's web page and social media feeds. Parents could also sign up for text alerts from Rainout line. The

new system was easy for staff to deploy and automatically sent alerts to the website, Facebook, and Twitter.

At the end of the summer, a survey was sent to all parents, which will utilize parent comments to fuel future marketing pieces. Please see Appendix B for samples of marketing materials.

Staffing and Staff Training

The Glencoe Park District prides itself on hiring hardworking, motivated, and energetic staff members. This summer, the camp staff included over 65 individuals working as seasonal camp directors, camp head counselors, and camp counselors. Camp Directors, with the full-time staff, are responsible for the day-to-day lesson planning of the camp program as well as communication with parents throughout the day. The Camp Directors are the primary leadership positions that are on-site day in and day out. Head Counselors report to the Camp Directors and are responsible for the oversight of the Camp Counselors. Head Counselors work to help counselors problem-solve throughout the day, as well as provide mentoring and feedback. Camp Counselors are the staff members that interact with the campers on a constant basis throughout the summer. Their focus is to develop strong relationships with campers, provide a fun summer, and always keep safety at the forefront.

2017 Camp Directors

- Sun Fun: Amanda Nach and David Lota
- Camp Adventure: Brian Ross
- Action Quest: Dave Purcell
- Counselor In Training (CITs): Jon Pranian

A large focus of time and effort is spent on the preseason training for the camp staff. All camp staff members go through over 16 hours of training that is presented by the full-time managers, Director of Recreation and Facilities, Executive Director, and other members of the Glencoe Park District full-time team. Additionally, staff had weekly meetings to refresh topics discussed at the preseason training or to address issues or concerns that come up throughout the week.

Camp staff is not only trained on Glencoe Park District camp procedures including safety, first aid, reporting, camper supervision, and proper interaction with campers, but also ways to provide memorable experiences for campers. For example, camp staff are taught innovative games, keeping campers entertained during transitions, interacting with parents, and ways to develop relationships with campers. The training is also site specific, so that camp staff can get familiar with the site they will be working at. The training consists of a combination of PowerPoint presentation, group activities, hands-on practice, discussion, and role-playing scenarios.



In addition to basic camp training, camp staff attends the Summer Employee Orientation led by Executive Director Lisa Sheppard. At this training, Lisa welcomed staff to the Glencoe Park District

team, explained the SPIRIT values that embody the agency, and impressed upon the staff just how important their roles are. The Camp Directors and Head Counselors also attended a five hour Leadership Staff Training this season. In this training, the leadership staff was exposed to many challenging scenarios they would face this summer including staff discipline, dealing with upset patrons/participants, creating a culture of accountability, and success among the counselors. New this year was an activity called “Pursuit of Park District Knowledge”. This was an amazing race sort of activity that built teamwork, knowledge of the park district and what all departments do. Staff were sent throughout Glencoe answering questions about the park district. When they came back to Takiff they had a pizza party which gave them a chance to talk and get to know each other.

Changes Made for the 2017 Camp Season

Each year, the Glencoe Park District staff examines and analyzes the successes and areas of improvement from the most recent camp season in an effort to constantly improve the experience for every camper and family.

Kinder Korner & Bear Camps

Under the direction of Naomi Garvett, the Early Childhood Program Manager, the Bear Camps saw changes in a variety of areas. There were a number of new field trips that were booked for Koala and Kinder Korner Camps. These new field trips kept the camp fresh and kids excited about coming to camp every day.

Other changes that were implemented were based off of survey results collected in 2016. We added a “Stay and Play” option extended to the Teddy Bear campers. This camp day ends at 12:15pm, the Teddies got to eat and play some more with their camp buddies.

Sun Fun and Camp Adventure

Under the direction of Stephani Briskman, the Arts and Youth Program Manager, Sun Fun and Camp Adventure saw changes in a variety of areas around camp. New field trips, Camp Adventure Clubs, and special guests were added to keep the campers excited about coming to camp each day.

New field trips were added such as a trip to The Oasis Water Park, The Chicago Shakespeare Theatre, and Putting Edge Glow in the Dark Mini Golf. We added two new special event days, Hollywood Day and Animal Day, giving campers new and different opportunities to dress up and have fun. We also had Hot Ground Gym and Mobile Room Escape visit us at camp.

New for Camp Adventure for the summer of 2017, we offered clubs. Campers chose activities based on their interests to participate in 2 week intervals. This allowed the Camp Adventure campers to design their own schedules while Camp Adventure was on site.

Action Quest

Chris Pietrini, Manager of Athletics, Sports and Teen Camp, oversaw Action Quest and Counselor-In-Training camps. The Action Quest camp saw only minor changes from 2016

because of its popularity and track record of success. We eliminated two trips to the Vernon Hills Water Park, which was our least popular trip in 2016. We also decreased the number of trips to Barefoot Bay and Flick Pool. These trips were replaced with a White Sox game, The Zone Parkour, Bartlett Water Park, Park King and Hot Ground Gym. All of these field trips proved to be popular with the exception of Hot Ground Gym. Staff also moved the campout nights to Friday to help keep everyone safe by not having a full day of activity the next day. Finally, staff also hosted an end of year survey/ice cream party on the last day of camp. Staff created a festive atmosphere to solicit feedback from campers to determine what field trips and activities the children preferred in order to improve the experience for next summer. Some good suggestions were made by participants for changes, while others would not be possible due to their excessive cost.

For Counselor-In-Training more of the camp staff training was integrated in to both the pre-camp training and meetings with our camp director. Participant goals were also set weekly as opposed to bi-weekly.

2017 Year in Review – Highlights and Popular Activities

Bear Camps & Kinder Korner

These camps mean big fun for campers ages two through five and reflect the commitment to quality programming that characterizes the school-year early childhood programs. A glowing positive this year, much like other summers, is the experienced Camp Counselors. Many of these staff members serve as Glencoe Park District Preschool and Kindergarten Enrichment teachers during the school year. This group of staff was able to plan a mix of outdoor play, creative expression times, and games. Staff lesson plans with specific goals of promoting friendships, learning, and of course fun.



One of the most memorable days for this camp was the last day of the summer. The impact of a great summer or programming and activities is recognized through the reactions of the campers when they realize that the season is over and they must part ways with staff and friends to which they have become so close. Another day that was a highlight of the camp season was the trip to the Brookfield Zoo. Campers had such a good time on this field trip because, they were able see their favorite animals and learn about new animals they have never encountered before.

With the experienced staff, and a full summer of age appropriate outings and activities, the camp program for these young participants creates a great introduction to Glencoe Park District camps. Through a loving and nurturing mentality as well as creative and learning-based programming, these camps are very well received by the community!

Sun Fun and Camp Adventure

A highlight of these two camps every year is the “camper’s choice” set of activities. These times allow for campers to break up into groups and spend time doing activities that specific groups of campers enjoy which might include sports, crafts, or other special interest games. Another highlight is the Sun Fun Camp swim lessons. These swim lessons, built into the cost of the program, utilize the Recreation Center in Highland Park for swim lessons for first, second, and third graders.

Sun Fun’s field trips are another highlight of a busy camp schedule. Trips to Glencoe Beach, water parks, bowling, Lincoln Park Zoo, and much more add variety and excitement to each week of camp. Camp Adventure also goes on trips, which include Action Territory, Rainbow Falls Waterpark, Cubs Game, and more. A camp favorite is the overnigher at the Takiff Center, which takes place after the regular camp day and includes evening entertainment, dinner, movie, and special activities.

Sun Fun and Camp Adventure had a large amount of returning staff, which provided an opportunity for those staff to mentor the new staff. This summer, the camp staff was able to build upon the bonds made from previous summers, which made a strong impact in a customer service aspect towards the parents.

When analyzing camp enrollment numbers, grade size is positively correlated. Generally when a grade size grows or reduces, so does camp enrollment. This summer the incoming 2nd grade was smaller than the outgoing 3rd grade, leading to a shift in enrollment. Sun Fun’s enrollment was down 9 campers, while Camp Adventure increased by 37, as campers aged out of Sun Fun and moved in to Camp Adventure. The addition of Aquatics and Sailing Camps may have impacted Sun Fun enrollment, as campers were eager to try this specialty beach camp. The new Aquatics and Sailing Camps enrollment and financials are not reflected in the summer camp report, as they are included in the beach report.

Sun Fun incurred some additional bus expenses in 2017. The Sun Fun summer school option expanded in 2017, altering staff’s ability to use the Park District bus to transport these campers. Staff hired additional buses to transport summer school campers. The growth resulted in 14 extra bus rentals. Additionally, due to changes in our swim class time by the Park District of Highland Park, 26 additional bus rentals were required to transport campers to our popular swim lessons. Staff is working closely with Highland Park to restore Sun Fun’s original swim lesson time for summer 2018.

Action Quest & CITs

The Action Quest camp has the reputation of being a “traveling camp” with off-site activities planned every day but four Thursdays. The highlight is generally the overnight Beach Campouts at Glencoe Beach that take place once every four-week session. The campers go kayaking and paddle boarding, make a fire, and spend the night sleeping in tents on the beach. Unfortunately we had poor weather on each campout night, leading to decreased participation.

Another very popular trip is the Great America trip, which is also planned for each four-week session. On this day, the campers have an extended day so they can spend more time at the theme park. Along with the Camp Adventure Campers, the Action Quest Camp headed to Wrigley Field on July 21.

Action Quest had a large number of returning staff, which provided continuity to those who were returning from camp the previous years. For this reason staff was able to develop some strong connections with campers, which was very apparent on the last day of camp when campers and parents went out of their way to give their appreciation to staff for all their efforts throughout the summer.

The Counselor-In-Training (CIT) program is based out of the Takiff Center. In addition, CIT's being assigned to help at an Early Childhood Camp, Camp Adventure, and Sun Fun, they also get to have some fun of their own. The CIT campers go on two "CIT only" field trips as a reward for their hard work and help throughout the summer. This year the CIT's went to Vernon Hills Water Park and Wheeling Water Park, where they had the opportunity to bond and spend time with one another.

CIT's are also being encouraged to attend more of the regular camp staff meetings, and even more interactive training will be introduced for 2018.

Planning for Summer 2018

After a fun and successful 2017 camp season, staff is able to look for ways to improve the camp experience both from an internal and procedural perspective as well as to improve the customer experience. Where possible, staff will work with one another to develop more consistency in camp procedures from parent perspective regardless of age or type of camp.



Below are some of the changes that staff will be investigating this winter.

Bear Camps

- Offer before (7-9) and after care (3-6) options for Bears and Kinder Korner campers. This plan will cater to parents who are working and may need longer care options. These programs will mirror Kids Club programming that is offered for the older campers.
- Offer Preschool Summer beginning and Preschool summer's end
- Extend Safety Town and create Safety Camp- to cover all areas learned in Safety Town but extend the class time to a longer day.

Sun Fun and Camp Adventure

- Research other swim lessons locations and options for Sun Fun Campers

- Add at least two new field trips and eliminate the least popular ones
- Review and work to improve the transition from summer school to camps for the first half of the camp season.

Action Quest & CIT

- AQ – Evaluate lower rated field trips and find replacements
- AQ – Continue to look for ways to keep campers involved throughout the day, especially at while at Watts
- CIT – Investigate splitting the program into a training intensive CIT program for older campers and a more fun based CIT program for younger campers.

All Camps

- Get Glencoe Park District issued backpacks for all campers to carry belongings in and make campers more visible and identifiable.
- Have a “Camp Reunion Day” in November where campers get to see one another as well as some of their counselors. Use this event as a registration kick off night.
- Investigate the use of technology to send pictures and updates to parents throughout the day
- Continue to improve the counselor-in-training program. Hold a focus group with counselors during winter break to provide input for improvement.

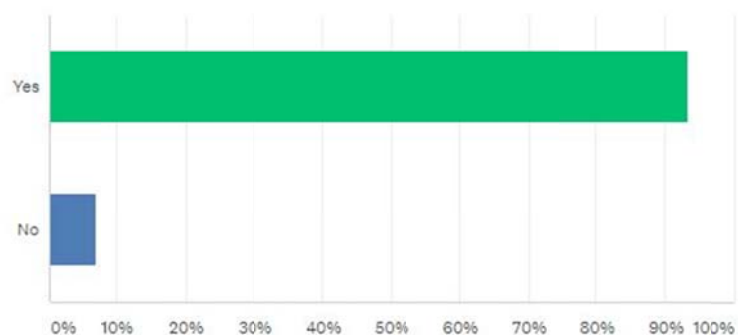
Customer Feedback and Survey Results

At the end of each season, a survey is sent to the families of all the camp participants to solicit feedback that is used to improve and make changes to the camp program the following year. This year, 80 camp participants completed the survey, which is created, distributed, and analyzed using www.surveymonkey.com. Camp participants were asked questions ranging from the registration process, to staff, facilities, activities, field trips, and overall experience.

Scores from this survey were consistent with years past.

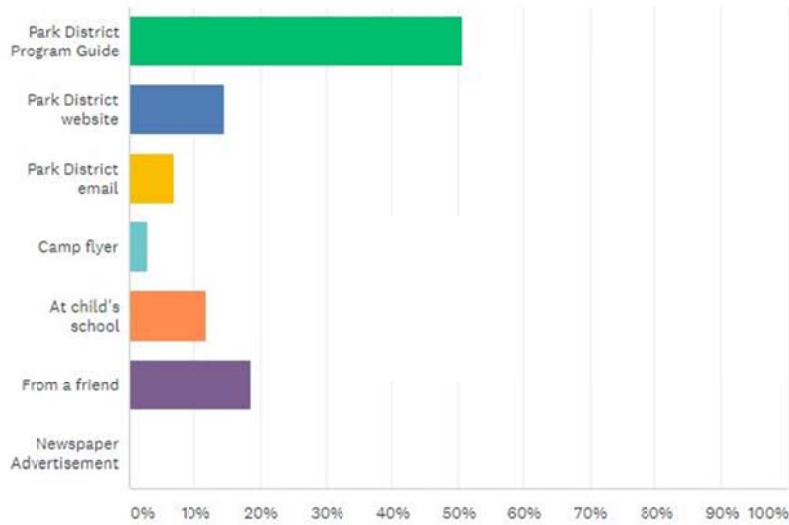
Would you register your child for camp again?

Answered: 59 Skipped: 16



How did you hear about Glencoe Park District camps?

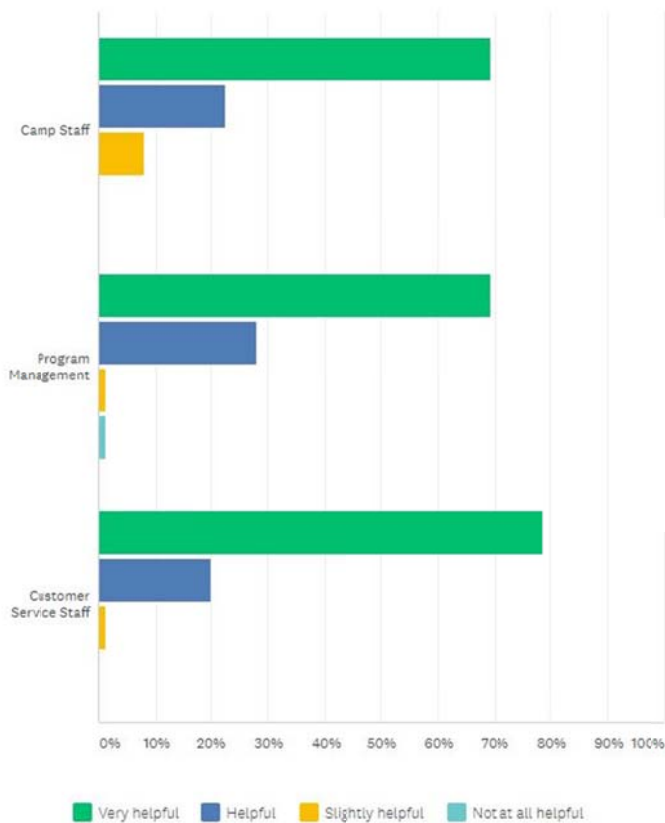
Answered: 75 Skipped: 0



ANSWER CHOICES	RESPONSES
▼ Park District Program Guide	50.67% 38
▼ Park District website	14.67% 11
▼ Park District email	6.67% 5
▼ Camp flyer	2.67% 2
▼ At child's school	12.00% 9
▼ From a friend	18.67% 14
▼ Newspaper Advertisement	0.00% 0
Total Respondents: 75	

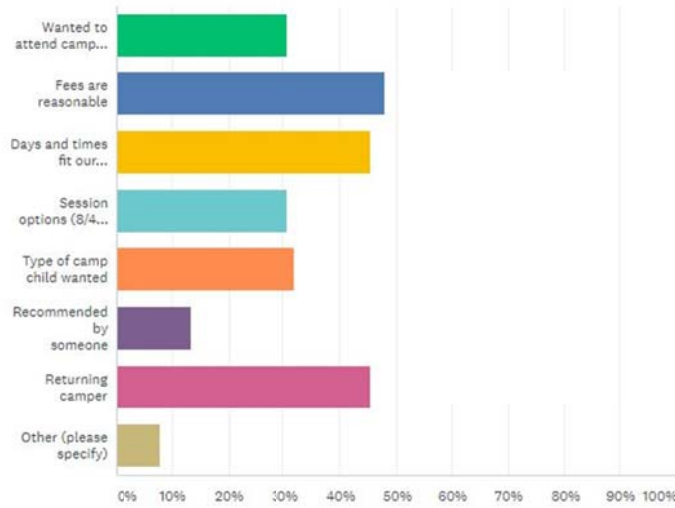
How would you rate the Glencoe Park District staff?

Answered: 75 Skipped: 0



Why did you register your child/children for camp?

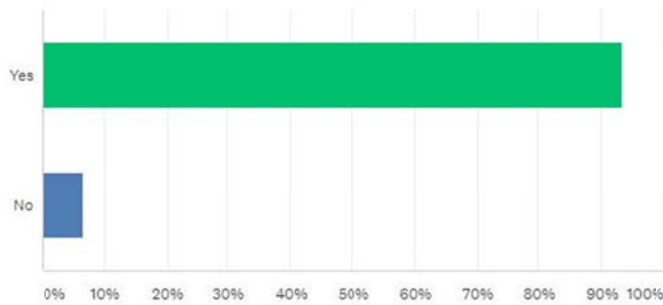
Answered: 75 Skipped: 0



ANSWER CHOICES	RESPONSES
▼ Wanted to attend camp with friends	30.67% 23
▼ Fees are reasonable	48.00% 36
▼ Days and times fit our schedule	45.33% 34
▼ Session options (8/4/2 week camp options)	30.67% 23
▼ Type of camp child wanted	32.00% 24
▼ Recommended by someone	13.33% 10
▼ Returning camper	45.33% 34
▼ Other (please specify)	Responses 8.00% 6
Total Respondents: 75	

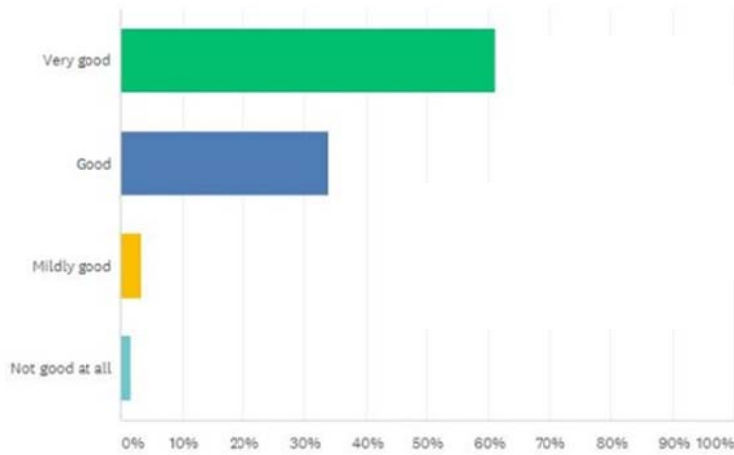
Would you recommend the Glencoe Park District camp program to a friend?

Answered: 59 Skipped: 16



Overall, how would you rate Glencoe Park District's camp program?

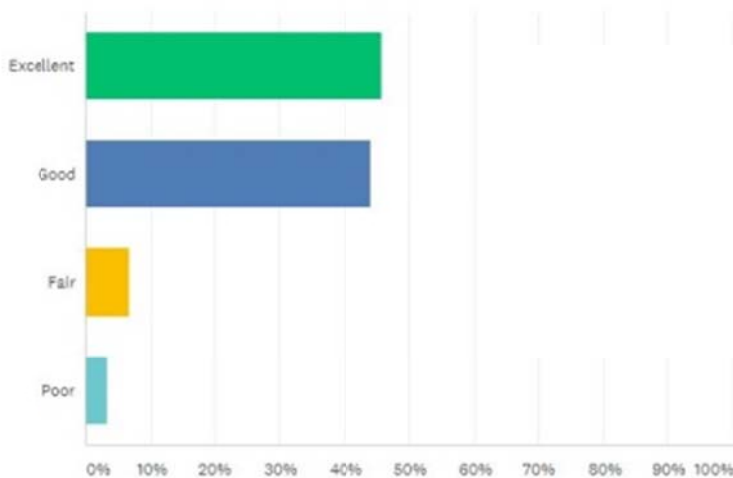
Answered: 59 Skipped: 16



	VERY SATISFIED	SATISFIED	DISSATISFIED	VERY DISSATISFIED	N/A	TOTAL	WEIGHTED AVERAGE
▼ Camp registration process	66.67% 50	33.33% 25	0.00% 0	0.00% 0	0.00% 0	75	3.67
▼ Camp activities	56.00% 42	38.67% 29	4.00% 3	1.33% 1	0.00% 0	75	3.49
▼ Camp staff courtesy	68.00% 51	29.33% 22	2.67% 2	0.00% 0	0.00% 0	75	3.65
▼ Camp staff competency	58.11% 43	32.43% 24	8.11% 6	1.35% 1	0.00% 0	74	3.47
▼ Camp staff knowledge	58.67% 44	34.67% 26	2.67% 2	2.67% 2	1.33% 1	75	3.51
▼ Camp staff accessibility	60.00% 45	38.67% 29	1.33% 1	0.00% 0	0.00% 0	75	3.59
▼ Camp operating hours	68.00% 51	32.00% 24	0.00% 0	0.00% 0	0.00% 0	75	3.68
▼ Camp facility	59.46% 44	37.84% 28	2.70% 2	0.00% 0	0.00% 0	74	3.57
▼ Cost of the program	44.59% 33	47.30% 35	5.41% 4	1.35% 1	1.35% 1	74	3.37

How would you rate the value of the camp(s) in relation to the fees?

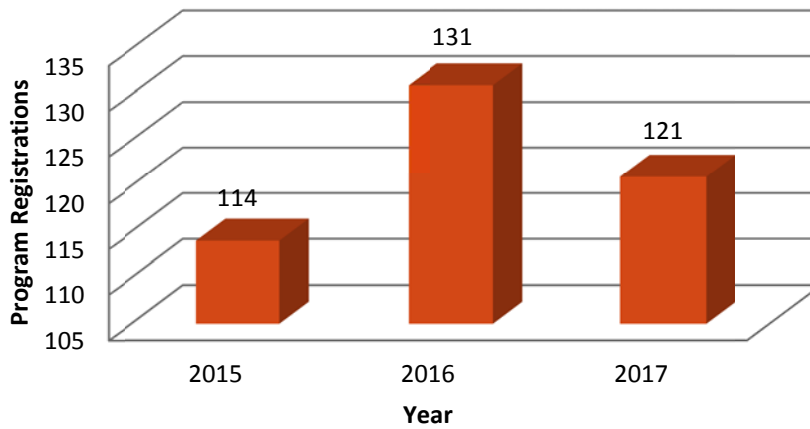
Answered: 59 Skipped: 16



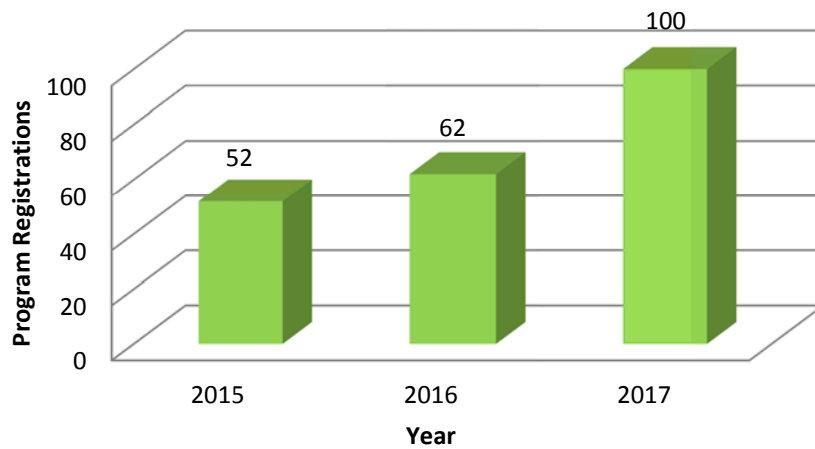
Appendix A – Camp Participation Information



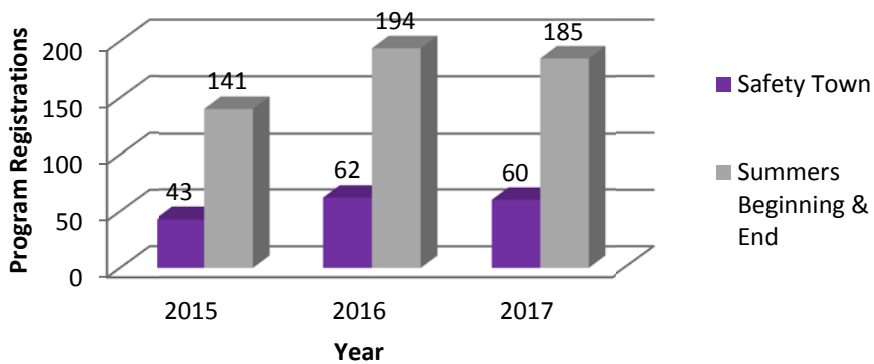
Bear Camps (Teddy, Panda, Koala)

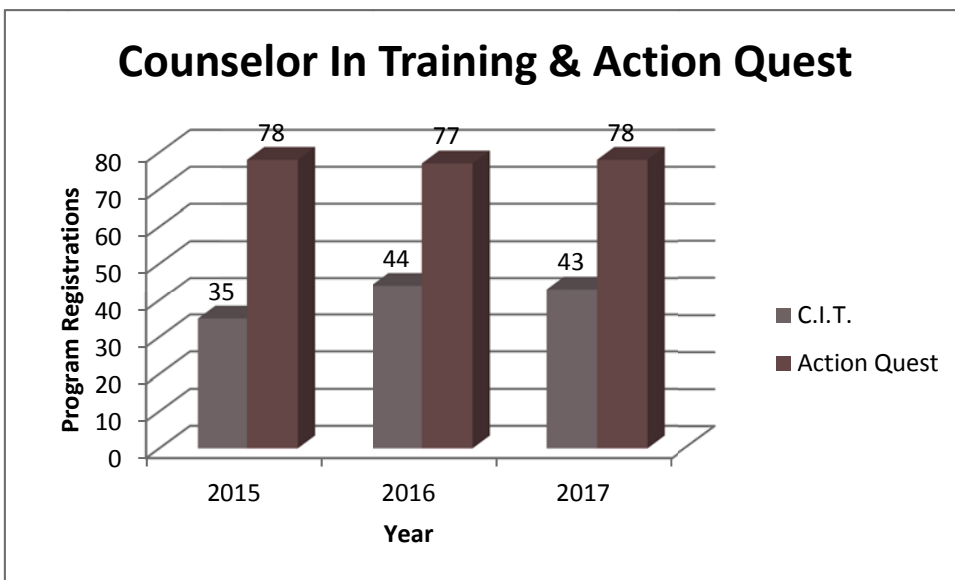
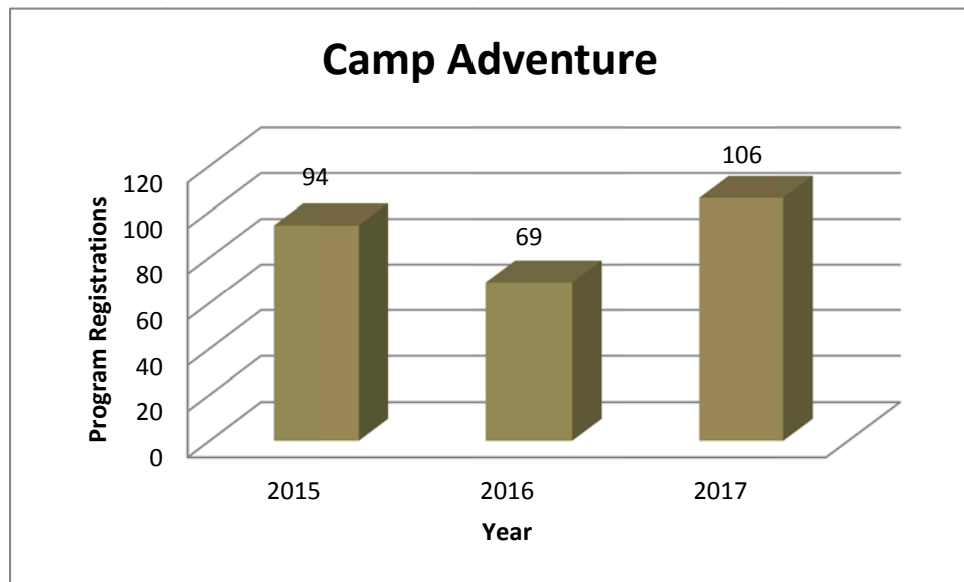
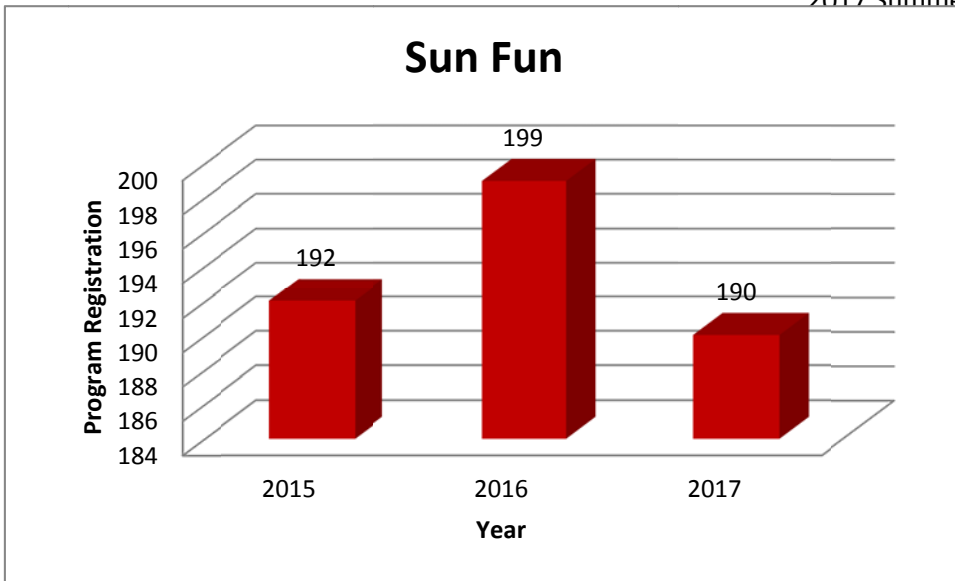


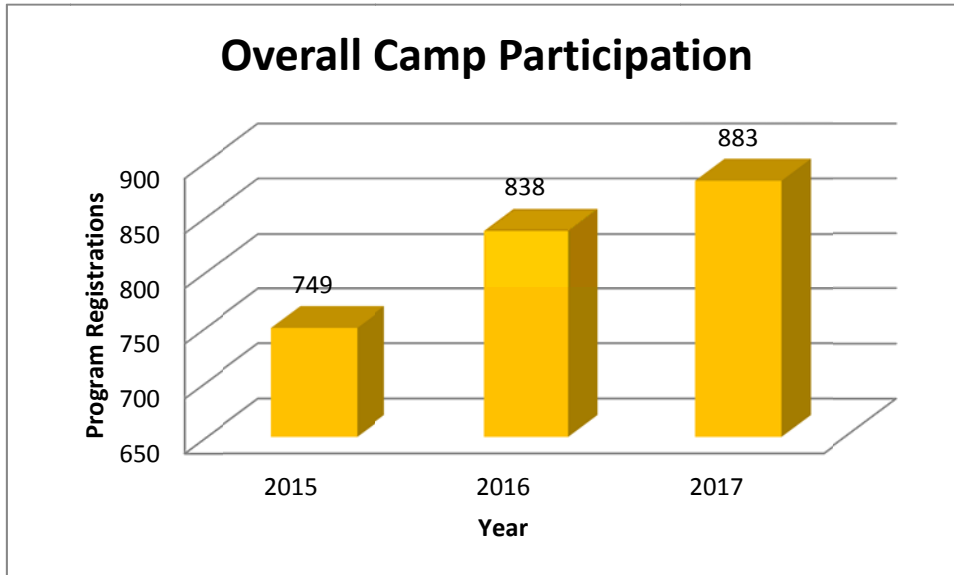
Kinder Korner



Safety Town & Summer's Beginning/End





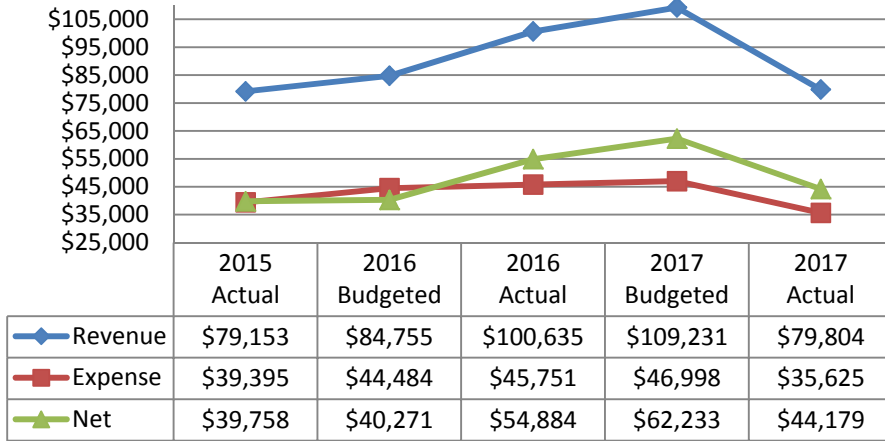


When analyzing camp enrollment numbers, grade size is positively correlated. Generally when a grade size grows or reduces, so does camp enrollment. This summer the incoming 2nd grade was smaller than the outgoing 3rd grade, leading to a shift in enrollment. Sun Fun's enrollment was down 9 campers, while Camp Adventure increased by 37, as campers aged out of Sun Fun and moved in to Camp Adventure. The addition of Aquatics and Sailing Camps may have impacted Sun Fun enrollment, as campers were eager to try this specialty beach camp. The new Aquatics and Sailing Camps enrollment and financials are not reflected in the summer camp report, as they are included in the beach report.

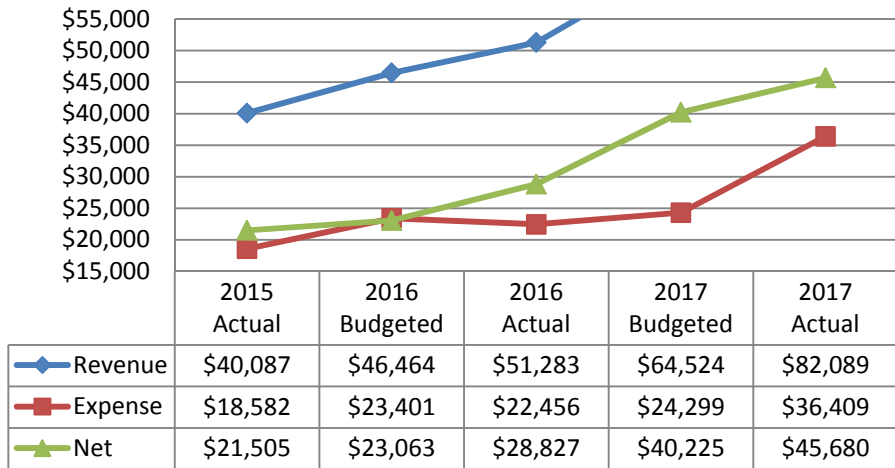
Appendix B – Financial Information



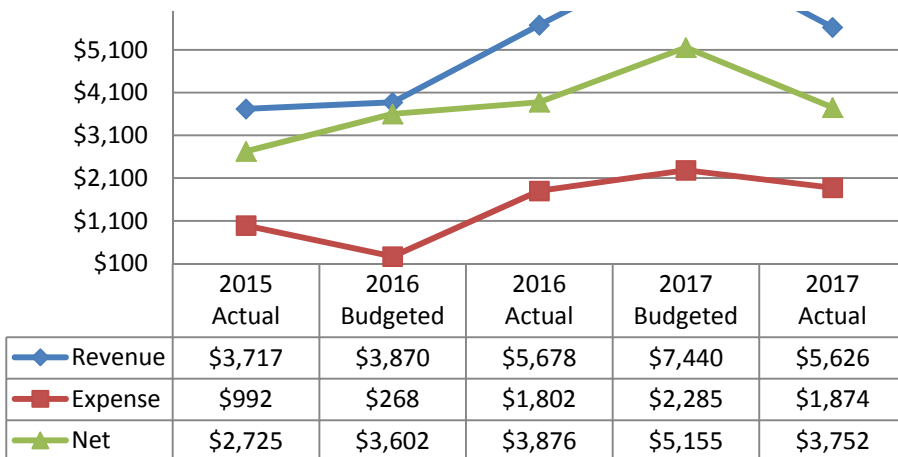
Bear Camps Financial Trends



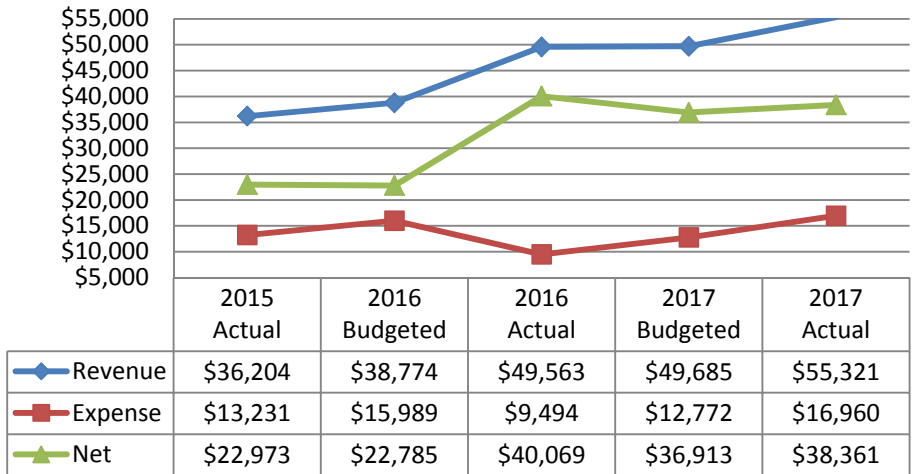
Kinder Korner Financial Trends



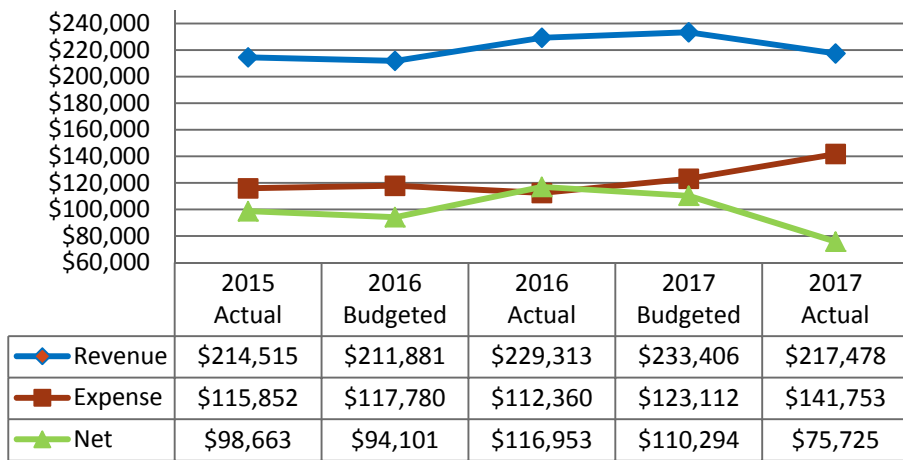
Safety Town Financial Trends



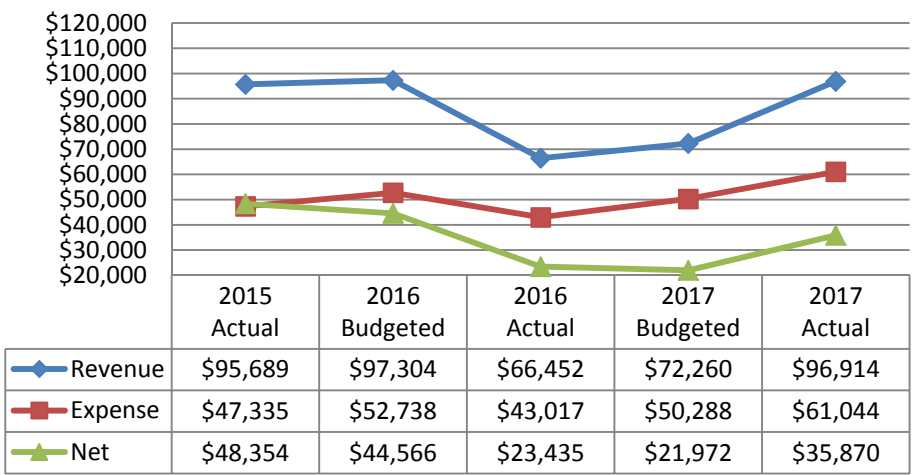
Summer's Beginning/End Financial Trends



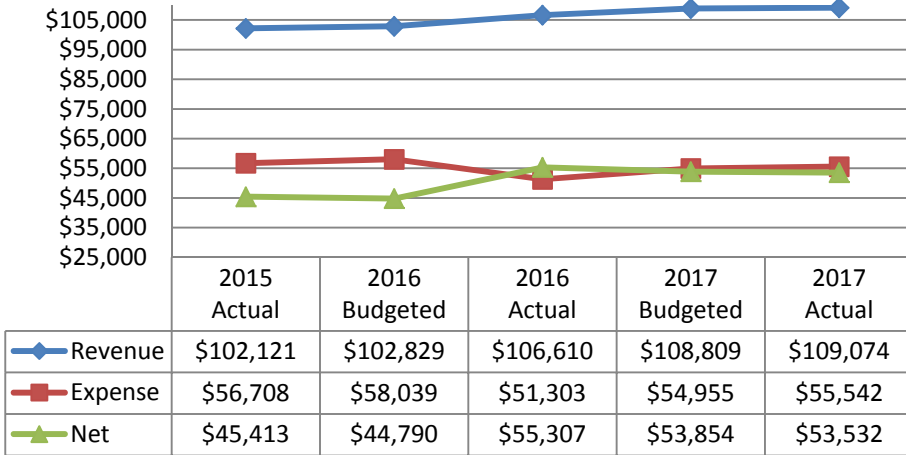
Sun Fun Financial Trends



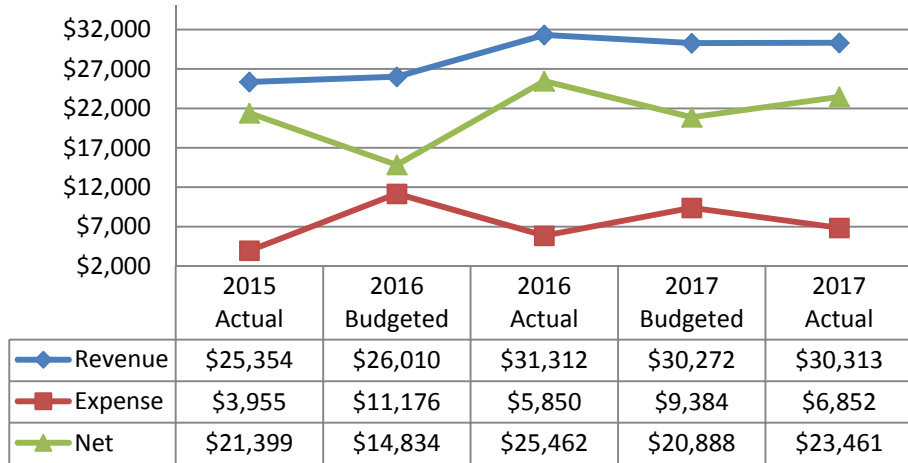
Camp Adventure Financial Trends



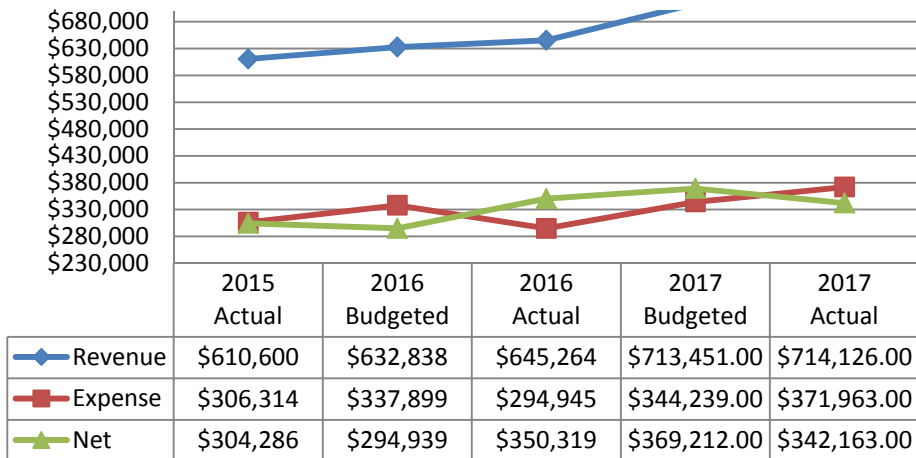
Action Quest Financial Trends



C.I.T Financial Trends












Overall Camp Financial Trends






Appendix C – Camp Schedules














1st Session: KOALA CAMP 2017

Mon	Tue	Wed	Thu	Fri
WEEK 1:				
<p>6/19</p> <p><u>Orientation:</u> <u>10-10:45am</u></p>	<p>6/20</p> <p><u>First Full</u> <u>Day of</u> <u>Camp!</u></p> <p style="text-align: center;"></p>	<p>6/21</p>	<p>6/22</p> <p style="text-align: center;"><u>Skokie</u> <u>Exploratorium</u> <u>10-12</u></p> <p style="text-align: center;">Wear camp shirt</p> <p style="text-align: center;"></p>	<p>6/23</p>
WEEK 2:				
<p>6/26</p>	<p>6/27</p> <p style="text-align: center;"><u>Tots & Tunes</u> <u>10-10:45</u></p> <p style="text-align: center;"></p>	<p>6/28 ROOM 224</p> <p style="text-align: center;"><u>Walking Trip:</u> <u>Public Safety</u></p> <p style="text-align: center;"></p> <p style="text-align: center;">Drop off/Pick up at Takiff</p>	<p>6/29</p>	<p>6/30 ROOM 222</p> <p style="text-align: center;"><u>Walking Trip:</u> <u>Public Safety</u></p> <p style="text-align: center;"></p> <p style="text-align: center;">Drop off/Pick up at Takiff</p>
WEEK 3:				
<p>07/03</p>	<p>7/4</p> <p style="text-align: center;">No Camp</p> <p style="text-align: center;">Happy July 4th!</p> <p style="text-align: center;"></p>	<p>7/5</p> <p style="text-align: center;"><u>The Grove</u> <u>10-12</u></p> <p style="text-align: center;"></p> <p style="text-align: center;">Wear Camp shirt</p>	<p>7/6</p>	<p>7/7</p> <p style="text-align: center;">Miss Jamie's Farm 10:30-11</p>
WEEK 4:				
<p>7/10</p>	<p>7/11</p>	<p>7/12</p> <p style="text-align: center;"><u>Beach Trip</u> Drop off/Pick up at Beach</p> <p style="text-align: center;"></p> <p style="text-align: center;">Wear camp shirt</p>	<p>7/13</p>	<p>7/14</p> <p style="text-align: center;">The Frog Lady 10:30-11</p> <p style="text-align: center;"></p>










2nd Session: KOALA CAMP 2017

Mon	Tue	Wed	Thu	Fri
WEEK 5:				
7/17	7/18	7/19	7/20	7/21
				<u>Pirates Cove</u> <u>10-12</u>  Wear camp Shirt
WEEK 6:				
7/24	7/25	7/26	7/27	7/28
	<u>Tots & Tunes</u> <u>10-10-45</u> 		<u>BG Spray & Play</u> <u>10-12</u>  Drop off/Pick up	
WEEK 7:				
07/31	8/1	8/2	8/3	8/4
	<u>Beach Trip</u> Drop off/Pick up at Beach  Wear camp shirt			 <u>Walking</u> <u>Trip: Old Elm</u> <u>Park</u> Drop off/Pick up at Takiff
WEEK 8:				
8/7	8/8	8/9	8/10	8/11
		<u>Friends Park</u> <u>Trip:</u> Drop off/ Takiff Pick up at Friends  Wear camp shirt		<u>Last Day</u>



































1st Session: KINDER KORNER 2017

Mon	Tue	Wed	Thu	Fri
WEEK 1: FRIENDSHIP/WE ARE FAMILY				
<p>6/19</p> <p><u>First Day of Camp!</u></p> 	<p>6/20</p>	<p>6/21 <i>RED</i> group</p> <p><u>Walking Trip: Glencoe Library</u></p>  <p>Drop off/Pick up at Takiff</p>	<p>6/22</p>	<p>6/23 <i>BLUE</i> group</p> <p><u>Walking Trip: Glencoe Library</u></p>  <p>Drop off/Pick up at Takiff</p>
WEEK 2: ALOHA SUMMER				
<p>6/26</p> <p><u>Beach Trip</u></p> <p>Drop off/Pick up at Beach</p>  <p>Wear camp shirt</p>	<p>6/27</p> <p><u>Tots & Tunes</u></p> <p><u>10-10:45</u></p> 	<p>6/28 <i>GREEN</i> group</p> <p><u>Walking Trip: Glencoe Library</u></p>  <p>Drop off/Pick up at Takiff</p>	<p>6/29</p>	<p>6/30</p>
WEEK 3: PARTY IN THE USA				
<p>07/03</p> <p><u>Field Trip to BG Spray & Play</u></p>  <p>Drop off/Pick up at Takiff</p>	<p>07/04</p> <p>No Camp</p> <p>Happy July 4th!</p> 	<p>07/05</p>	<p>07/06</p>	<p>7/7</p> <p>Miss Jamie's Farm</p> <p>10:30-11</p>
WEEK 4: AROUND THE WORLD				
<p>7/10</p> <p><u>Beach Trip</u></p> <p>Drop off/Pick up at Beach</p>  <p>Wear camp shirt</p>	<p>7/11</p>	<p>7/12</p>	<p>7/13</p> <p><u>Walking Trip: Old Elm Park</u></p>  <p>Drop off/Pick up at Takiff</p>	<p>7/14</p> <p>The Frog Lady</p> <p>10:30-11</p> 






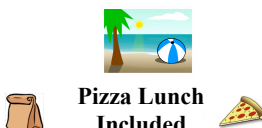







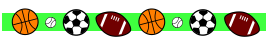




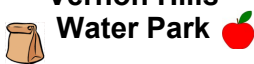

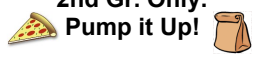
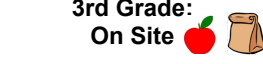





2nd Session: KINDER KORNER 2017

Mon	Tue	Wed	Thu	Fri
WEEK 5: PRINCESS & PIRATES				
<p>7/17</p> <p><u>Field Trip to</u> <u>BG Spray & Play</u></p>  <p>Drop off/Pick up at Takiff</p>	<p>7/18*<i>LATE RETURN</i> 3 PM*</p> <p><u>Field Trip to</u> <u>Brookfield Zoo</u></p>  <p>Drop off/Pick up at Takiff</p>	<p>7/19</p>	<p>7/20</p> <p><u>Field Trip to</u> <u>Khols children's</u> <u>Museum</u></p>  <p>Drop off/Pick up at Takiff</p>	<p>7/21</p>
WEEK 6: WILD WEST				
<p>7/24</p> <p><u>Beach Trip</u></p> <p>Drop off/Pick up at Beach</p>  <p>Wear camp shirt</p>	<p>7/25</p> <p><u>Tots & Tunes</u> <u>10-10:45</u></p> 	<p>7/26</p>	<p>7/27</p> <p><u>Field Trip to</u> <u>Sunshine Crafts</u></p>  <p>Drop off/Pick up at Takiff</p>	<p>7/28</p>
WEEK 7: NATURE				
<p>7/31</p> <p><u>Field Trip to</u> <u>BG Spray & Play</u></p>  <p>Drop off/Pick up at Takiff</p>	<p>08/1</p>	<p>08/2</p>	<p>8/3</p>	<p>8/4</p>
WEEK 8: SUPERHEROS				
<p>8/7</p> <p><u>Beach Trip</u></p> <p>Drop off/Pick up at Beach</p>  <p>Wear camp shirt</p>	<p>8/8</p>	<p>8/9</p>	<p>8/10</p> <p><u>Friends Park</u> <u>Trip:</u></p>  <p>Drop off/ Takiff Pick up at</p>	<p>8/11</p> <p><u>Last Day</u></p>

1st Session: Sun Fun 2017

Mon	Tue	Wed	Thu	Fri
WEEK 1: Goal of the Week: Sportsmanship				
<p>6/19</p> <p><u>First Day of Camp!</u></p>  	<p>6/20</p> <p><u>Brunswick</u> <i>(Wear socks!)</i></p>  	<p>6/21</p> <p>Campers' Choice</p>  <p>Sports With Coach Tommy</p> 	<p>6/22</p> <p><u>Olympics</u> <i>(Wear your country's colors)</i></p>  	<p>6/23</p> <p><u>Beach Trip</u> <i>(All Day)</i></p>  <p>Pizza Lunch</p> 
WEEK 2: Goal of the Week: Teamwork				
<p>6/26</p> <p>1st: <u>MAC Pool</u></p> <p>2nd & 3rd: <u>Hidden Creek</u></p>   <div style="border: 1px dashed orange; padding: 5px; margin-top: 10px;"> <p>3rd Grade Swim Lessons (PM)</p> </div>	<p>6/27</p> <p>NEW! Hot Ground Gym</p>  	<p>6/28</p> <p>Campers' Choice</p>  <p>Sports With Coach Tommy</p>  <div style="border: 1px dashed orange; padding: 5px; margin-top: 10px;"> <p>2nd Grade Swim Lessons (PM)</p> </div>	<p>6/29</p> <p><u>Gold Rush</u> <i>(Wear your best Western gear)</i> <i>Hot Dog Cookout!</i></p>  <div style="border: 1px dashed orange; padding: 5px; margin-top: 10px;"> <p>1st Grade Swim Lessons (PM)</p> </div>	<p>6/30</p> <p><u>Skokie Water Playground</u></p>  
WEEK 3: Goal of the Week: Appreciation				
<p>7/3</p> <p><u>Wheeling Aquatic Center</u></p>   <div style="border: 1px dashed orange; padding: 5px; margin-top: 10px;"> <p>3rd Grade Swim Lessons (PM)</p> </div>	<p>7/4</p> <p><i>No Camp Today!</i> Join us at the parade or at the fireworks.</p>  <p>Happy 4th of July!!!</p>	<p>7/5</p> <p>Campers' Choice</p>  <p>Sports With Coach Tommy</p>  <div style="border: 1px dashed orange; padding: 5px; margin-top: 10px;"> <p>2nd Grade Swim Lessons (PM)</p> </div>	<p>7/6</p> <p><u>Carnival Day</u> <i>(Dress in your favorite costume!)</i></p>   <div style="border: 1px dashed orange; padding: 5px; margin-top: 10px;"> <p>1st Grade Swim Lessons (PM)</p> </div>	<p>7/7</p> <p><u>Beach Trip</u> <i>(All Day)</i></p>  <p>Pizza lunch included Sun Fun Overnighter</p> 
WEEK 4: Goal of the Week: Respect				
<p>7/10</p> <p><u>Hidden Creek</u></p>  <div style="border: 1px dashed orange; padding: 5px; margin-top: 10px;"> <p>3rd Grade Swim Lessons (PM)</p> </div>	<p>7/11</p> <p><u>Funtopia</u> <i>(Wear socks)</i></p>  	<p>7/12</p> <p>Campers' Choice</p>  <p>Sports With Coach Tommy</p>  <div style="border: 1px dashed orange; padding: 5px; margin-top: 10px;"> <p>2nd Grade Swim Lessons (PM)</p> </div>	<p>7/13</p> <p><u>COLOR WARS</u> <i>(Wear your team color!)</i> <i>Hot Dog Cookout!</i></p>  <p>Popsicle Treat!</p>  <div style="border: 1px dashed orange; padding: 5px; margin-top: 10px;"> <p>1st Grade Swim Lessons (PM)</p> </div>	<p>7/14</p> <p><u>Vernon Hills Water Park</u></p>  

2nd Session: SUN FUN 2017

Mon	Tue	Wed	Thu	Fri
WEEK 5: Goal of the Week: Friendship				
<p>7/17</p> <p><u>First Day of second session!</u></p>  <p style="border: 1px dashed orange; padding: 5px; text-align: center;">3rd Grade Swim Lessons PM</p>	<p>7/18</p> <p><u>Libertyville Sports Complex</u></p> 	<p>7/19</p> <p><u>Schaumburg Boomers Game</u></p> 	<p>7/20</p> <p><u>Superhero Day</u> <i>(Dress like your favorite superhero)</i></p>  <p>Hot Dog Cookout!</p> <p style="border: 1px dashed orange; padding: 5px; text-align: center;">1st Grade Swim Lessons (PM)</p>	<p>7/21</p> <p><u>NEW! The Oasis</u></p>  <p>Sun Fun Overnighter</p>
WEEK 6: Goal of the Week: I Believe in Myself/Perseverance				
<p>7/24</p> <p><u>Beach Trip (All Day)</u></p>  <p>Pizza Lunch Included</p> <p style="border: 1px dashed orange; padding: 5px; text-align: center;">3rd Grade Swim Lessons (PM)</p>	<p>7/25</p> <p><u>Pump it Up!</u></p> 	<p>7/26</p> <p><u>Campers' Choice</u></p>  <p>Sports With Coach Tommy</p>  <p style="border: 1px dashed orange; padding: 5px; text-align: center;">2nd Grade Swim Lessons (PM)</p>	<p>7/27</p> <p><u>NEW! Hollywood Day!</u> <i>Dress as your favorite movie/TV star!</i></p>  <p style="border: 1px dashed orange; padding: 5px; text-align: center;">1st Grade Swim Lessons (PM)</p>	<p>7/28</p> <p><u>NEW! Madagascar At the Chicago Shakespeare Theatre</u></p> 
WEEK 7: Goal of the Week: Sensitivity				
<p>7/31</p> <p><u>Wheeling Water Park</u></p>  <p style="border: 1px dashed orange; padding: 5px; text-align: center;">3rd Grade Swim Lessons (PM)</p>	<p>8/1</p> <p><u>Lincoln Park Zoo</u></p> 	<p>8/2</p> <p><u>Campers' Choice</u></p>  <p>Sports With Coach Tommy</p>  <p style="border: 1px dashed orange; padding: 5px; text-align: center;">2nd Grade Swim Lessons (PM)</p>	<p>8/3</p> <p><u>NEW! Animal Day!</u> <i>Dress as your favorite animal</i></p>  <p style="border: 1px dashed orange; padding: 5px; text-align: center;">1st Grade Swim Lessons (PM)</p>	<p>8/4</p> <p><u>Barefoot Bay</u></p> 
WEEK 8: Goal of the Week: Health and Fitness				
<p>8/7</p> <p>K/ 1st Grade: Hidden Creek Water Park</p>  <p>2nd & 3rd Grade: Vernon Hills Water Park</p>  <p style="border: 1px dashed orange; padding: 5px; text-align: center;">3rd Grade Swim Lessons (PM)</p>	<p>8/8</p> <p>1st. Gr. Only:  Pirates Cove</p> <p>2nd Gr. Only:  Pump it Up!</p> <p>3rd Grade:  On Site</p> 	<p>8/9</p> <p><u>Campers' Choice Sports</u> With Coach Tommy</p>  1&2 <u>3rd grade only Field trip with CA to Action Territory</u>  <p style="border: 1px dashed orange; padding: 5px; text-align: center;">2nd Grade Swim Lessons (PM)</p>	<p>8/10</p> <p><u>COLOR WARS II</u> <i>(Wear your team color!)</i></p>  <p>Parent Night 6:00pm</p> <p style="border: 1px dashed orange; padding: 5px; text-align: center;">1st Grade Swim Lessons (PM)</p>	<p>8/11</p> <p><u>Beach Trip (All Day)</u></p> <p>DJ Party PIZZA LUNCH @ BEACH</p>  <p style="text-align: center;"><i>Sign up for Summer's End!</i></p>

1st Session: Camp Adventure 2017

Mon	Tue	Wed	Thu	Fri
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WEEK 1: Goal of the Week: Sportsmanship

<p>6/19</p> <p><u>First Day of Camp!</u></p> 	<p>6/20</p> <p><u>Brunswick Bowl</u> <i>(Wear socks!)</i></p> 	<p>6/21</p> <p>Camp Adventure Club Day!</p> 	<p>6/22</p> <p><u>Olympics</u> <i>(Wear your group's assigned country's colors!)</i></p> 	<p>6/23</p> <p><u>Hidden Creek</u></p> 
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WEEK 2: Goal of the Week: Teamwork

<p>6/26</p> <p><u>Wheeling Water Park</u></p> 	<p>6/27</p> <p>Camp Adventure Club Day!</p> 	<p>6/28</p> <p><u>NEW! Hot Ground Gym</u></p> 	<p>6/29</p> <p><u>Gold Rush</u> <i>(Wear your best Western gear) Hot Dog Cookout!</i></p> 	<p>6/30</p> <p><u>Glencoe Beach</u></p>  <p>Pizza Lunch Included</p> 
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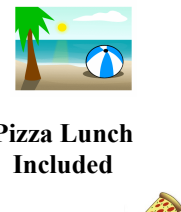


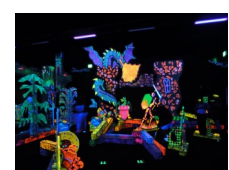
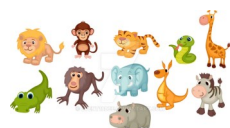


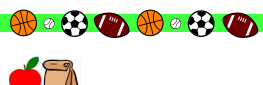



WEEK 3: Goal of the Week: Appreciation

<p>7/3</p> <p><u>Glencoe Beach</u></p>  <p>Pizza Lunch Included</p> 	<p>7/4</p> <p>No Camp Today! Join us at the parade or at the fireworks.</p>  <p>Happy 4th of July!!!</p>	<p>7/5</p> <p><u>Par King</u></p>  	<p>7/6</p> <p><u>Carnival Day</u> <i>(Dress in your favorite costume!)</i></p>  	<p>7/7</p> <p><u>Vernon Hills</u></p>  <p>Camp Adv. Overnighter</p>  
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WEEK 4: Goal of the Week: Respect


<p>7/10</p> <p><u>Wheeling Water Park</u></p> 	<p>7/11</p> <p>Camp Adventure Club Day!</p> 	<p>7/12</p> <p><u>Lincoln Park Zoo</u></p>  	<p>7/13</p> <p><u>COLOR WARS</u> <i>(Wear your team color!)</i> Hot Dog Cookout!</p>  <p>Popsicle Treat!</p>  	<p>7/14</p> <p><u>Glencoe Beach</u></p>  <p>Pizza Lunch Included</p>  
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2nd Session: Camp Adventure 2017

Mon	Tue	Wed	Thu	Fri
WEEK 5: Goal of the Week: Friendship				
<p>7/17</p> <p><u>First Day of Second Session!</u></p> 	<p>7/18</p> <p>Camp Adventure Club Day!</p> 	<p>7/19</p> <p><u>Funtopia (Wear socks)</u></p> 	<p>7/20</p> <p><u>Superhero Day</u></p>  <p>Hot Dog Cookout Included!</p>	<p>7/21</p> <p><u>Cubs Game</u> <i>Bring \$\$ for Dinner!</i></p>  <p>Camp Adv. Overnighter</p>
WEEK 6: Goal of the Week: I Believe in Myself/Perseverance				
<p>7/24</p> <p><u>Wheeling Water Park</u></p> 	<p>7/25</p> <p>Camp Adventure Club Day!</p> 	<p>7/26</p> <p><u>Rainbow Falls</u></p> 	<p>7/27</p> <p><u>NEW! Hollywood Day!</u> <i>Dress as your favorite movie/TV star!</i></p> 	<p>7/28</p> <p><u>Glencoe Beach</u></p>  <p>Pizza Lunch Included</p>
WEEK 7: Goal of the Week: Sensitivity				
<p>7/31</p> <p><u>Glencoe Beach</u></p>  <p>Pizza Lunch Included</p>	<p>8/1</p> <p>Camp Adventure Club Day!</p> 	<p>8/2</p> <p><u>NEW! Putting Edge</u></p> 	<p>8/3</p> <p><u>NEW! Animal Day!</u> <i>Dress as your favorite animal</i></p> 	<p>8/4</p> <p><u>Barefoot Bay</u></p> 
WEEK 8: Goal of the Week: Health and Fitness				
<p>8/7</p> <p><u>Bartlett Water Park</u></p> 	<p>8/8</p> <p>Camp Adventure Club Day!</p> 	<p>8/9</p> <p><u>Action Territory</u></p> 	<p>8/10</p> <p><u>COLOR WARS!</u> <i>Wear your team color!</i></p>  <p>Popsicle Treat! Parent Night 6:00pm</p>	<p>8/11</p> <p><u>Beach Trip</u></p> <p>DJ Party PIZZA LUNCH @ BEACH</p> <p><i>Sign up for Summer's End!</i></p> 






































1st Session: Action Quest 2017


Mon	Tue	Wed	Thu	Fri
<p>6/19</p> <p><u>Beach Trip</u> Depart: 9:30 am Return: 3:00 pm</p>   	<p>6/20</p> <p><u>The Zone</u> (Parkour - wear athletic clothes) Depart : 9:30 am Return: 3:00 pm</p> 	<p>6/21</p> <p><u>Hot Ground Gym</u> (Obstacles/team building) Depart: 11:30 am Return: 3:00 pm</p> 	<p>6/22</p> <p><u>Watts Center</u> Color Wars Hot dog lunch w/ chips, lemonade and cookie</p>  	<p>6/23</p> <p><u>Bartlett Water Park</u> Depart: 9:30 am Return: 3:00 pm</p>  
<p>6/26</p> <p><u>Beach Trip</u> Depart: 9:30 am Return: 3:00 pm</p>   	<p>6/27</p> <p><u>Flick Pool</u> Depart: 9:30 am Return: 3:00 pm</p>  	<p>6/28</p> <p><u>Chicago Sky Game</u> Depart: 9:30am Return: 2:30PM</p>   	<p>6/29</p> <p><u>Game Works</u> Depart : 10:00 am Return: 3:00 pm <i>Lunch voucher provided</i></p>   	<p>6/30</p> <p><u>Wheeling Water Park</u> Depart: 9:30 am Return: 3:00 pm</p> <p><u>BEACH CAMP OUT</u></p>   
<p>7/3</p> <p><u>Beach Trip</u> Depart: 9:30 am Return: 3:00 pm</p>   	<p>7/4</p> <p>No Camp Today! Join us at the parade or at the fireworks.</p>  <p style="text-align: center;">Happy 4th of July!!!</p>	<p>7/5</p> <p><u>Beach Trip</u> Depart: 9:30 am Return: 3:00 pm</p>   	<p>7/6</p> <p><u>Watts Center International Day</u> Pizza lunch w/ chips, lemonade and cookie</p>  	<p>7/7</p> <p><u>Laser Quest</u> Depart: 9:30 am Return: 3:00 pm</p>  
<p>7/10</p> <p><u>Lincoln Park Zoo</u> Depart: 9:30 am Return: 3:30 pm</p>   	<p>7/11</p> <p><u>Barefoot Bay Water Park</u> Depart: 9:30 am Return: 3:00 pm</p>   	<p>7/12</p> <p><u>Beach Trip</u> Depart: 9:30 am Return: 3:00 pm</p>   	<p>7/13</p> <p><u>Great America</u> Depart: 9:00 am Return: 6:00 pm <i>Lunch voucher provided</i></p>  	<p>7/14</p> <p><u>Rainbow Falls Water Park</u> Depart: 9:30 am Return: 3:00 pm</p>   

 =pack lunch

 =concessions

2nd Session: Action Quest 2017

2nd Session: Action Quest 2017				
Mon	Tue	Wed	Thu	Fri
<p>7/17</p> <p><u>Beach Trip</u> Depart: 9:30 am Return: 3:00 pm</p>  <p> \$</p>	<p>7/18</p> <p><u>The Zone</u> (Parkour - wear athletic clothes) Depart : 9:30 am Return: 3:00 pm</p> 	<p>7/19</p> <p><u>Wheeling Water Park</u> Depart: 9:30 am Return: 3:00 pm</p>  <p> \$</p>	<p>7/20</p> <p><u>Watts Center Halloween Day</u> Hamburger lunch w/ chips, lemonade and cookie</p>  	<p>7/21</p> <p><u>Chicago Cubs Game</u> Depart: 11:30 am Return: 6:30</p> <p style="color: blue;">Beach Camp Out</p>  \$
<p>7/24</p> <p><u>Glenview Ice Center</u> Depart: 10:00 am Return: 3:00 pm</p>  \$	<p>7/25</p> <p><u>Flick Pool</u> Depart: 9:30 am Return: 3:00 pm</p>  <p> \$</p>	<p>7/26</p> <p><u>Beach Trip</u> Depart: 9:30 am Return: 3:00 pm</p>  <p> \$</p>	<p>7/27</p> <p><u>Game Works</u> Depart : 10:00 am Return: 3:00 pm <i>Lunch voucher provided</i></p>  <p> </p>	<p>7/28</p> <p><u>Bartlett Water Park</u> Depart: 10:00 am Return: 2:45 pm</p>  <p></p>
<p>7/31</p> <p><u>Beach Trip</u> Depart: 9:30 am Return: 3:00 pm</p>  <p> \$</p>	<p>8/1</p> <p><u>Great America</u> Depart: 9:00 am Return: 6:00 pm</p>  <p></p>	<p>8/2</p> <p><u>White Sox Game</u> Depart: 10:30 am Return: 5:30 pm</p>  <p> \$</p>	<p>8/3</p> <p><u>Watts Center Chicago Sports Day</u> Hot dog lunch w/ chips, lemonade and cookie</p>  	<p>8/4</p> <p><u>Laser Quest</u> Depart: 11:00 am Return: 3:00 pm</p>  <p> \$</p>
<p>8/7</p> <p><u>Lincoln Park Zoo</u> Depart: 9:30 am Return: 3:30 pm</p>  <p> \$</p>	<p>8/8</p> <p><u>Barefoot Bay Water Park</u> Depart: 9:00 am Return: 3:00 pm</p>  <p> \$</p>	<p>8/9</p> <p><u>Beach Trip</u> Depart: 9:30 am Return: 3:00 pm</p>  <p> \$</p>	<p>8/10</p> <p><u>Rainbow Falls Water Park</u></p>  <p> \$</p>	<p>8/11</p> <p><u>Par King Mini Golf</u> Depart: 9:45 am Return: 1:15 pm</p>  <p></p>

 =Pack Lunch

\$ =concessions

Appendix D – Marketing Materials



Email Blasts

Abund Camp Reunion Night



Camp Reunion Night

When: Wednesday, December 21, 2016 from 6:30 PM to 7:00 PM CST
 Location: Glencoe

Where: Takiff Center, 1999 Green Bay Road, Glencoe, IL 60022

Join us for pizza, games, and fun on Wednesday, December 21 from 6:30 p.m. We'll be dancing at DJ Fariel, doing your favorite hits, jumping in the GPD Bounce House, shooting hoops, and enjoying your favorite summer crafts!

Register Now!

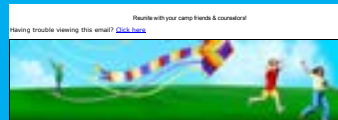
Camp Reunion is free for all Glencoe Park District camp alumni, but advance registration is encouraged. The first 40 campers to arrive will receive a special prize.

And, if you love summer camp, be sure to register for next summer now! If you register before February 29, you will lock in Early Bird savings! [Register](#)

Sincerely,
 Glencoe Park District
 info@glencoe-park-district.com
 847-825-3000

Having trouble viewing this email? [Click here](#)

Reunite with your camp friends & counselors!



Camp Reunion Night

Dear Erin,

In just one week, your camp friends and counselors will be at the Takiff Center for a Reunion night!

Join us for pizza, games, and fun at Camp Reunion Night on Wednesday, December 21 from 6:30 p.m. We'll be dancing at DJ Fariel, doing your favorite hits, jumping in the GPD Bounce House, shooting hoops, and enjoying your favorite summer crafts!

Click on the link below to register for this FREE event!

Register Now!

Camp Reunion is free for all Glencoe Park District camp alumni, but advance registration is encouraged. The first 40 campers to arrive will receive a special prize.

And, if you love summer camp, be sure to register for next summer now! If you register before February 29, you will lock in Early Bird savings! [Register](#)

See you next week!
 Glencoe Park District
 info@glencoe-park-district.com
 847-825-3000

Online registration for winter and camp programs starts at 7 AM on Wednesday, November 30.

Online registration is the BEST way to ensure your registration. If you do not have access to the internet at home, computer kiosks will be available for use at the Takiff Center on November 30 beginning at 7 am.

Registrations will be accepted in person at the Takiff Center Registration Desk at 8 am on Wednesday, November 30. If necessary, a number will be assigned to those who wish to register in person and registrations will be on a first-come, first-served basis.

Registration forms that are dropped-off, mailed, or faxed to the Takiff Center will be processed as time permits and in the order they are received.

The summer countdown is on! [Click here](#) before MIDNIGHT on Tuesday, February 29 to lock in the Early Bird Discount on Glencoe Park District summer camp prices!

GLENCOE PARK DISTRICT CAMP EARLY BIRD DISCOUNT

Register for camp by MIDNIGHT on Tuesday, February 29 to lock in the Early Bird Discount!

Countdown to Summer Fun!

Spend the summer running, swimming, exploring, and creating! Glencoe Park District Summer Camps include all your favorite activities as well as new and exciting new Early Bird special events. Register for eight, four, or two week sessions and choose full or half-day options. Check out our [Camp Details](#) for program details, scheduled cancellations, and special early registration information. To register for a camp listed below, click on the camp title.

- [Tackle Beach](#) (Age 8 - 10) (Glencoe Beach)
- [Tackle Beach](#) (Age 11 - 13) (Glencoe Beach)
- [Tackle Beach](#) (Age 14 - 17) (Glencoe Beach)
- [Tackle Beach](#) (Age 18 - 21) (Glencoe Beach)
- [Tackle Beach](#) (Age 22 - 25) (Glencoe Beach)
- [Tackle Beach](#) (Age 26 - 29) (Glencoe Beach)
- [Tackle Beach](#) (Age 30 - 33) (Glencoe Beach)
- [Tackle Beach](#) (Age 34 - 37) (Glencoe Beach)
- [Tackle Beach](#) (Age 38 - 41) (Glencoe Beach)
- [Tackle Beach](#) (Age 42 - 45) (Glencoe Beach)
- [Tackle Beach](#) (Age 46 - 49) (Glencoe Beach)
- [Tackle Beach](#) (Age 50 - 53) (Glencoe Beach)
- [Tackle Beach](#) (Age 54 - 57) (Glencoe Beach)
- [Tackle Beach](#) (Age 58 - 61) (Glencoe Beach)
- [Tackle Beach](#) (Age 62 - 65) (Glencoe Beach)
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- [Tackle Beach](#) (Age 70 - 73) (Glencoe Beach)
- [Tackle Beach](#) (Age 74 - 77) (Glencoe Beach)
- [Tackle Beach](#) (Age 78 - 81) (Glencoe Beach)
- [Tackle Beach](#) (Age 82 - 85) (Glencoe Beach)
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Early Childhood Program Report

Fiscal and School Year 2016-17



*Michael Lushniak, Director of Recreation and Facilities
Naomi Garvett, Early Childhood Program Manager
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Introduction

The Glencoe Park District has become a popular destination for early childhood programming in the community. Having a dedicated wing of the Takiff Center allows for a wide variety of high quality class offerings. Early childhood programming specifically serves participants who range in age from 6 weeks though five years old before entering kindergarten. Once a participant enters kindergarten, they largely begin participating in general recreation programming as opposed to early childhood opportunities.

Early Childhood programming is divided into three areas:

- The Early Learning Center is a traditional half-day program that serves ages 2 through 4 with parent-tot classes for ages 12-24 months. Classes are available in either morning or afternoon options.
- The Children's Circle area of early childhood is a full day preschool. This program works to meet the needs of working parents who need more programming than the half-day option. Children's Circle is open Monday-Friday from 7:00am to 6:30pm and only closes on major holidays and for a week in August and December. Children's Circle begins serving children as young as 6 weeks old up through age 5 before entering kindergarten.
- Early Childhood enrichments and special events are seen as supplements to the Early Learning Center and Children's Circle programs. Daily classes allow young children to participate in activities they are specifically interested in such as sports, arts, literacy, math, and much more. Special events also work to create a sense of community among early childhood families and provide another service to the community.



Another early childhood programming area that is located in the Takiff Center, but not operated by the Glencoe Park District is Glencoe Junior Kindergarten. GJK has been a licensee inside the Takiff Center for a number of years. This provides another option for early childhood programming within the community. This organization is celebrating 100 years of early childhood programming in 2017.

Marketing & Promotion

Marketing for early childhood programs is done primarily through the seasonal brochures, which are sent out three times per year in fall, winter, and spring. Over 87% of residents cite the Park District brochure as their primary way to learn about upcoming programs and events. The seasonal brochure is displayed as a flipbook and downloadable PDF on our website, and each program category has its own webpage with details on the season's offerings. Over 50% of residents attribute the website to the source of their Park District information. We also regularly include articles in the Glencoe Quarterly with details about preschool registration, new staff members, and trends in early childhood learning.



One of the biggest ways to promote early childhood programming is by drawing attention to the exceptional classrooms and facilities. Staff monitors parenting groups on social media sites, and invite those looking for a preschool or daycare program to take a tour. The marketing department also prepares materials for tours, including folders for staff to give to prospective parents. In addition, the Park District hosts an annual "Messy Morning" event, which acts as a preschool open house. Marketing staff uses multiple channels to promote the

event (social media, email, flyers, traditional media) as well as a targeted direct mail piece that is sent to parents within a five-mile radius of the Takiff Center. A 30-second commercial on targeted On-Demand Comcast shows and on social media channels has also been used to market early childhood programming. The commercial drew increased program awareness and resulted in several tours of the facility. Early childhood initiatives were highlighted as a feature in Glencoe Park District Gold Medal application and video.

In addition, REACH TV screens at Watts and Takiff are used to display advertising messages for new or low enrollment programs. Staff uses boosted social media posts on Twitter, Instagram, and Facebook to advertise low enrollment and new programs. Programs are also cross-marketed to patrons using email blasts; for example, an ELC parent may receive email notifications about adult ceramics or parent night out programs. 42% of residents find out about programs from word of mouth. Knowing this, the customer support and recreation teams take extra care in providing excellent customer service to our participants. In addition to in-person customer service, staff is expected to respond to email and social media messages promptly in relation to specific programs.

Early Childhood Facility Upkeep & Projects

Capital Projects

The most recent capital improvement affecting the early childhood program was the installation of the new roof at the Takiff Center. A large part of this project took place above the early childhood wing. In the 2017/18 fiscal year, the main focus of capital improvements at the Takiff Center will continue to have a facility-wide impact beyond just the early childhood programs. Staff remains focused on improving site parking by adding spaces near the maintenance area and where the old skate park was located. With the increased parking, staff expects drop off and pick up to be improved not just in ELC, but around the entire facility. In addition, a new walking trail will be available for early childhood participants to go on daily walks. This will eliminate the need for staff to walk through the Takiff Center parking lot during their daily outings.

Daily Facility Cleaning/Upkeep

The early childhood wing is maintained by a dedicated group of full and part-time staff. Bill Eldridge leads the team that includes a full-time facility technician and two full-time custodians. Key players in the regular upkeep also include six regular part-time custodians. Each day in the early childhood wing the following areas are maintained including; bathrooms, classrooms, program rooms, lobbies, and offices. Staff routinely changes light bulbs, cleans carpets, services HVAC units and maintains the automatic door system. Staff also performs the same function for GJK. ELC is one of the first areas of the District to be cleared of snow, with staff often starting before 5:00am to ensure the entrance is open by the daycare start time of 7:00am. This programming area of the facility usually takes on a high priority to ensure our youngest participants are kept safe and the facility creates a great impression for lifelong Park District users.

Minor Projects/Facility Improvements

In the 2017/18 fiscal year, several small-scale repairs and improvements were made in the early childhood wing. Refrigerators in a number of classrooms were replaced, blinds were repaired, cabinets replaced and improvements were made to the ELC playground. During the annual facility shutdown in August, the trees in the ELC parking lot were trimmed and the gym floor was resurfaced. The facility is on a regular interior painting routine with high profile areas painted at least once a year.

Behind the scenes improvements include the replacement of the Building Automated Control System which manages the temperature in the early learning center as well as the entire facility.



Early Learning Center Preschool



Naomi Garvett, Early Childhood Program Manager, manages Early Learning Center. Jessica Stockl recently joined the early childhood management team in June of 2017. As early childhood educators, the staff of the Early Learning Center programs works to set the stage for each child's individual achievements. Trained teachers observe and assess a child's developmental accomplishments

and work to provide an atmosphere of play-based learning. The preschool staff plan fun, engaging activities that build upon what children can do, encouraging exploration and fostering self-esteem. The play-based curriculum philosophy intentionally guides and extends a child's play to ensure children achieve key developmental milestones across seven learning domains:

1. Personal and social development
2. Language and literacy
3. Mathematical thinking
4. Scientific thinking and technology
5. Social studies
6. Creative expression
7. Physical development

Making learning fun is at the core of the Early Learning Center program. Each day, highly trained staff guide the children as they select activities and materials to explore and use creatively. Staff has found that children will often want to learn more about a topic after engaging in playful, hands-on activities because they had fun. Glencoe Park District teachers also spontaneously adapt their lesson plans to include unique teachable moments that are inspired by the children's interests. For example, if the lesson is on the solar system but the children are captivated by the rain falling outside, the teacher adjusts the lesson to focus on weather. Here at the Glencoe Park District, we thrive to provide innovative programming creating memorable experiences for each and every child.

The Early Learning Center program is very focused on recruiting and retaining the best staff, which develop and grow with the Park District. This approach makes the staff in this area an attractive part of the ELC when recruiting new participants to the high quality preschool program. The curriculum, teaching strategies, and environment reflect research-based knowledge about the way children develop and learn. The Early Learning Center program is designed to be developmentally appropriate. Teachers consider the strengths, interests, and needs, as well as the culture of each child in the group. The staff provides care so that children feel safe and secure in their preschool environment.

Use of technology has becoming an interesting debate in the early childhood area and an area of growth or improvement in the Early Learning Center. While it's important to utilize technology to maximize learning and implement new lesson planning, the ELC program remains focused on authentic, non- screen teaching. In the upcoming years this program will implement more use of communication through technology so families can have more real-time information about their child's program and a better understanding of day to day activities happening in class. This will be an area we work carefully on to still allow children to explore through play and not have too much screen time.

Another current challenge for the preschool program are the meals and snacks that are required to be provided to students per DCFS standards. Last year, staff moved from an outside catering vendor to an internal food service. After some initial challenges, the in-house food preparation and distribution is going very well. Staff continues to look into other cost effective, but healthy snack options for preschool. Traditional snacks such as graham crackers and pretzels are lower in cost but higher in carbs. Staff is researching

and cost comparing other items that will provide healthy and kid-friendly snack options, which has been a frequent request of parents.



The specific classes associated with the Early Learning Center are introduced below. Staff is constantly researching and following early childhood educational trends to ensure that the Glencoe Park District preschool program is able to stand out in a highly competitive early childhood education market.

Early Learning Center Program Details

2 year old program: For children turning 2 years old by September 1

Staff: Christina Pepe, Jennifer Munck & CJ Smith

Overview: This program focuses on social learning and language development. Teachers enrich the day with songs and rhymes, stories and conversation, and build vocabulary. Participants will use equipment such as media tables, experiment with paint, and expand creativity with role playing toys. The goal of this program is to make learning happen naturally and organically, with lots of choices and opportunities to explore.

Parent events:

- Potluck
- Winter party to end the calendar year
- End of year bagel breakfast

3 year old program: For children turning 3 years old by September 1

Staff: Jackie Kozelka, Pat Beaudroux, Cindy Dinham, Natalie Daverman & Sonja Anderson

Overview: Teachers of this program instruct through modeling appropriate social behaviors and support as children begin to negotiate and problem-solve. Special units bring learning to everyday experiences; a class trip to the grocery store sparks a host of new understandings about classifying, color, and nutrition, and sets the stage for imagination. Learning in the 3's room follows a developmental model; children learn through real, hands-on experiences, using their curiosity to drive discovery.

Parent Events:

- Thanksgiving sharing Program
- Dad's night
- Mother's day program
- End of year bagel breakfast

4 year old program: For children turning 4 years old by September 1

Staff: Jackie Kozelka, CJ Smith, Kathy Kraemer & Bobbie Shore

Overview: In the 4-year-olds class, the focus is placed on learning rapidly to prepare for the kindergarten year to follow. Curriculum is strong and embedded; numbers become real through counting games and routines; letters draw life from songs, storytelling, rhyming, and a host of situational experiences. Cooking is used to teach science and socialization, as the fruits of children's efforts are enjoyed together. Use of social stories promotes deepening imaginative play, cooperation, and cognition. Learning is interactive, with plenty of opportunities for children to follow their interests, test, and explore.

Parent Events:

- Ice Cream Social
- Thanksgiving sharing program
- Chinese New Year Celebration
- Dad's night
- Mother's day program
- End of year picnic

Preschool Enrichment Programs

Children are never too young for enrichment opportunities. Teaching children how to play with other children and learning new skills benefits them in the long run. It not only helps them develop confidence and social skills from a young age, but enrichment programs are considered critical because the brain is developing so rapidly in this age group. Research shows that learning art, music and other enrichment skills can help children excel in ways beyond the basic ABCs.



Enrichment classes provide a different environment than what children experience at home. Enrichment programs let participants become explorers and discoverers of the world. Classes are not designed to push children into specialization or over programming, but instead provide an environment rich with opportunities to explore and learn in ways that come naturally to them. The Glencoe Park District has dedicated enrichment teaching staff that works as a team to provide the highest level of care and developmentally appropriate programs for children. Besides academics, each staff member is chosen for their energy, creativity, enthusiasm, and their passion for early childhood education.

In the spring of 2017, the Park District conducted a thorough analysis of enrichment offerings from area preschools and the Park District. It was identified that there were a large number of enrichment programs offered and often times Glencoe Park District preschool enrichment classes were competing with one another. Moving forward, staff plans to spread out the offerings and condense programs that were low in participant and popularity in the fall and winter of 2016-17. Staff will also continue to follow the trends of the education field and match enrichments with what is wanted in the community and by families.

STEM (science, technology, engineering, and math) enrichment classes: STEM classes allow for compounded learning either before or after preschool classes. The two most popular enrichment classes in this area are Math, Magic, and More and Explore and Discover. Sharon Stern and Keri Ringel are the teachers for these two classes. They carry a terrific reputation in the community and make the classes fill quickly when registration opens.

- Math Magic and Move
- Explore & Discover

- Jr. Travelers
- Amazing Animals *New in 2017*
- Jr. Builders *New in 2017*

Sports and Athletic classes: Sports classes are very popular at the Park District. Instructors who run these programs are able to teach young athletes how to take turns, follow directions, and practice teamwork while playing with others. Athletic programs for early childhood participants can increase physical literacy, confidence, and can have positive effects in other areas of life.

- SNAG Golf
- Wide world of sports
- Pre-Karate

Literacy classes: Similar to STEM classes, literacy classes allow for supplemental learning and exposure to letters and reading. The most popular class, Alphabet Antics, taught by Cari Resis and Sarah Packer, sends children on an adventure each week to learn about a new letter of the alphabet. Classes also integrate stories with unique snacks and work to prepare children for kindergarten curriculum.

- Lunchtime stories *New in 2017*
- Alphabet Antics
- Cooks& Books
- Literacy FUNdamentals

Arts & Dance classes: The Glencoe Park District uses the skilled and experienced visual and performance arts instructors and contractors it has to offer a wide variety of arts enrichment classes. Children have the opportunity to express themselves, learn, and explore through classes focusing on music, dance, clay, and other art media.

- Music & More
- Mitey Movement
- Tot Clay Play
- Clay Play
- Kids in Motion *New in 2017*
- Budding Little Artists *New in 2017*
- Sticky Finger cooking *New in 2017*
- Tiny & Mini Footlighters
- Ballet
- Hip Hop



Children's Circle Full-day Preschool



Children's Circle provides working families with a safe, comforting, and supportive environment for their children. The full-day program allows families to enroll their children in preschool without having to look for before and after care options. Each day brings the opportunity for a new learning moment. The Children's Circle program operates daily from 7:00am to 6:30pm and prides itself on minimal days off. The program only breaks for one week in the summer, one week before the New Year, and other major holidays.

Learning through play is the core of Children's Circle. Each day offers children the opportunity to explore different materials and to learn through a variety of activities. Children learn best by doing. The day encompasses sensory exploration, art, free play, story time, songs, and more. Learning is always hands-on at Children's Circle. Children's Circle also incorporates additional learning similar to preschool enrichment classes. Additional learning opportunities include Spanish, yoga, music, and gym class. The Children's Circle teachers are experienced educators that implement learning strategies based on each individual student.

Children's Circle has placed a significant focus on the communication between families and staff. In order to continue to build upon this strength, the program will be introducing the Brightwheel App starting July 31. Over the course of August, starting with the infant classroom, staff will be rolling out the introduction of the app. Brightwheel will give the parents the opportunity to receive live updates on their child's day. The app allows all digital communication to occur in one place for easy accessibility and open communication.

In addition to the implementation of technology in this area, Children's Circle has experienced some changes this year including opening an infant room, cooking meals in house, adding new teachers, and a change in the Early Childhood Program Supervisor position. Staff continues to evaluate the program's growing needs and make changes based on the evidence-based best practices. One way this is done is through an Early Childhood Advisory Group. This group was formed in September of 2017 and is used as another method of collecting feedback and improving communication with parents. Since the group was formed, staff has seen satisfaction in the program increase because of staff's responsiveness and ability to make changes based on feedback received at advisory group meetings.

One area of continued challenge has been a high turnover rate of Children's Circle teachers. The Glencoe Park District has been very fortunate in its ability to retain long-time teachers and have very low turnover for a number of years. However, with changes taking place in this area, as well as a number of teachers expressing feelings of being burnt out and looking for new opportunities, new teachers have been brought on staff

over the last year. The new staff members that have been hired are highly educated and are focused on reexamining practices and processes. New members of the Children's Circle team have brought an energetic and innovative attitude that precipitates down to program participants. Leadership staff continues a focus on high standards when it comes to hiring new teachers. Steps have been taken to ensure wages are competitive and Children's Circle positions are attractive to Early Childhood Education teachers.

As in any program, there is always room for growth. This year staff will be focusing on using the kitchen in the Takiff Center to develop a creative and healthy menu that allows students to try new foods and expand their food choices. Early childhood encompasses an important time in life where children set their food preferences and nutritional standard for life. The Children's Circle program has hired a nutritional consultant to focus on a wide variety of healthy food options that create a well-balanced diet.

Another area for growth is parent and family involvement in the school. The program offers several parent and family events such as Beach Night, Potluck Dinner, and Back to School Night. This year the Beluga room added a Preschool Graduation night which was well received by parents and children. Staff will continue adding events such as Muffins with Mom and Donuts with Dad to encourage parent involvement in the Children's Circle program as well as show an added value to the program. Staff continues to improve on-site communication with parents through a Parent Bulletin Board that has been added to display important information and family resources.

With the addition of the infant program, the list of competitors in the area became smaller. There are only a handful of programs on the North Shore that offer infant care. Due to the range of ages accommodated in Children's Circle, families are able to join the full day preschool program at the Glencoe Park District sooner than others in the area. This helps to retain students and families from infancy until they begin kindergarten.

Children's Circle Program Information

Jellyfish (6 weeks-15 months)

Lead Teachers: Jaclyn Cunningham, Aileen Aviles

Assistant Teachers: Stella Geller

Opening just one year ago, the infant program has proven to be a strong need in the community. This fall, the infant room will be operating at maximum capacity with twelve students per day and currently has a waiting list. The teachers focus on the care and attention of each child. The room is very individualized to each child's needs. Although this room houses the youngest students, they participate in art, music, and sensory



exploration. The lesson plans are written for each individual child due to the great differences in development during the first year of life. Each day the infant room is full of milestones, growth, and laughter. The infant room is based on the warmth and compassion created by each of the teachers.

During the school year the infants:

- Learn sign language
- Participate in a music enrichment class
- Work on transitioning to the school schedule to move to Frogs
- Develop consistent schedules for eating and sleeping

Frogs (15 months-2.5 years old)



Lead Teacher: Anne Fosco
Assistant Teachers: Justyna Twardowski, Cristina Pepe, Liz Olson

The Frog classroom is a space for the children to explore while learning boundaries. The teachers begin to introduce school rules to the children while still allowing them the freedom to learn and play. The teachers provide structure by creating a weekly theme and daily lessons that aid the children in their learning process. The theme is apparent through the use of art, media tables, songs, and stories.

Due to the short attention span of this age group, this class transitions frequently throughout the day to keep the children active and engaged. There is a great focus on the gross motor needs as these children gain confidence in their movement. The Frogs spend a total of two and a half hours a day in the gym or on the playground to give the children space to develop.

During the school year the children:

- Participate in a music enrichment class
- Begin to use their vocabulary to communicate with teachers
- Enjoy a visits from outside entertainers

Starfish (2.5-3.5 years old)

Lead Teacher: Marsha Cohen

Assistant Teachers: Nathaniel Mills and Sydney Kroll

The Starfish classroom is where the children start to gain significant independence. Through the use of free choice, toilet training, and structured group activities, the teachers create an environment where the children learn self-regulation skills. The children build upon their vocabulary through the interaction with staff and friends. In the

Starfish room, students learn how to interact with one another and develop appropriate social skills. The lesson plans are driven by the Starfish's natural curiosity of the world around them. You will often find these children asking "Why?" as they are self-driven to learn about their environment. In this age group, learning is a natural process through the use of play.

During the school year the children:

- Participate in yoga and music class
- Participate in gym classes with Coach Miriam to enhance their gross motor skills
- Begin to gain independence in the choice of center play



Belugas (3.5-4.5 years old)

Lead Teacher: Rose Pepe

Assistant Teachers: Amanda Frugo and Dina Steindler

The Beluga room takes play and makes it applicable for soon to be kindergarteners. The day provides space for the children to work on handwriting, storytelling, numbers and letters; all while playing. The teachers have created a dictation station where children are free to tell their stories while teachers actively listen and write them down. These stories allow educators to peek into the minds of the children and gauge learning and progression. The classroom recently implemented new ways to transition the children throughout the day. When winding down for rest time, the class has been learning one yoga pose a week. The yoga poses help the children learn how to control their bodies while bringing the energy level in the room to a restful level. The teachers in this classroom are always bringing new, innovative ideas and methods to the Belugas. This past year the class spent time learning how the human body functions and the children created lungs out of paper bags to watch how they expand and contract.

During the school year the children:

- Learn how the body works
- Work on handwriting to prepare for Kindergarten
- Go on field trips to further the learning
- Participate in gym class to enhance their gross motor skills
- Learn Spanish

Special Events & Other Preschool Programming

In addition to enrichments, the Early Learning Center, and Children's Circle, the Early Childhood Staff focuses on special events and auxiliary programming such as parent tot classes. These added opportunities for residents creates and fosters a sense of community among program participants and also exposes the Park District and potential

early childhood participants to the educational and recreational opportunities available through the agency.

Parent-tot

The parent-tot program has been in existence for many years as an extension of the Early Learning Center. Enrollment and popularity of this program has fluctuated throughout its history. In fall 2016, parent-tot classes were offered on Mondays from 10:00-11:00am. The class ran at its minimum for the fall session, but did not run in the winter session due to low enrollment. In the fall of 2017, staff as adjusted the registration format. The program has been added to the preschool page of the brochure to highlight it as a preschool program. Staff has also changed it to a monthly fee for the 9-month school year. Staff is hopeful that the adjustments made to the marketing and logistics of the program will yield higher enrollment. The parent-tot program is an effective way to introduce young families to the Early Learning Center and retain them throughout their early childhood.

Preschool Special Events

While the Park District offers a number of special events serving a variety of ages, some special events are specifically targeted towards preschool students and their families. Preschool specific events are offered to provide unique experiences that encourage learning. Events allow participants to observe, touch, see, and smell in ways that might not. It is a never ending part of their young lives. This 'learning' is a big reason why it is important for children to experience new things and new environments. Thus we put a lot of effort into organizing events that allow children to participate actively in their school community. These activities also bring Glencoe families together to bond and become a closer group.

Takiff Express Train Day was held on July 15 at the Takiff Center in the rear parking lot.



The event cost was \$8.00 per person.

This was a new event that was being offered for the first time and was very popular. Staff set an expended attendance goal of 75 and was very excited to report 170 came to enjoy the festivities. This event allowed children to explore their love of trains with a variety of train themed activities. Families rode in the express trackless train, jump in the bounce house, and play mini golf. They were also able to play with trains on train tables, dress up like a train

conductor and take a picture with a cardboard Takiff Train photo frame, shovel some coal and play in sand, and take home train themed art projects. With the success of this event and positive participant feedback, Takiff Express Train Day will become an annual event.

Messy Morning doubles as a special event for current preschool students as well as an open house for prospective participants. This year, Messy morning was held on January 31 and is free for those in attendance. The event features open preschool classrooms with staff led activities for children to explore. Children get to squeeze, squish, paint, swat, and experience messy activities that cannot be done at home. Activities this year included painting by throwing soaked cotton balls at a wall full of paper, shaving cream art, painting with your feet by walking across paper, and sensory tables full of Jell-O. Attendance was strong for this event with over 100 people.

The Park District also offers other special events that are not specific to Early Learning Center and Children's Circle participants, but are extended to the early childhood age range. Those events include:

- Daddy Daughter Dance
- Spring Egg Hunt
- Teddy Bear Picnic
- Mommy & Me Tea
- Fourth of July Preschool Games
- Meet the Machines
- Cookie Decorating Party
- Tots & Tunes series
- Itty Bitty New Year

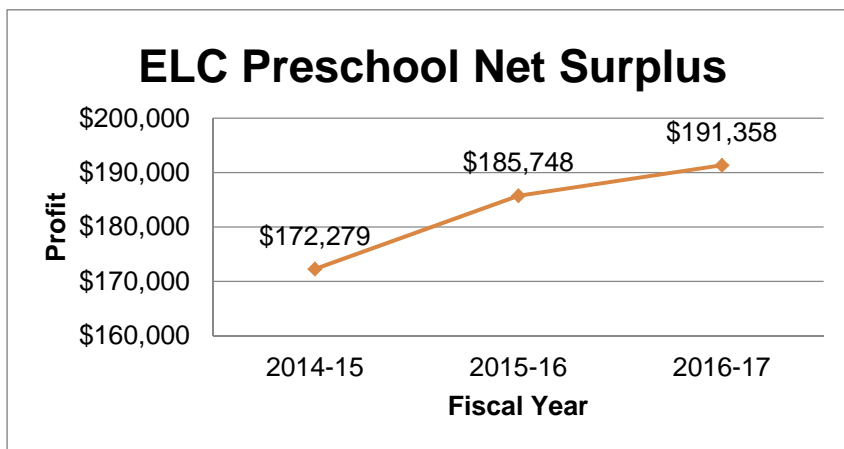
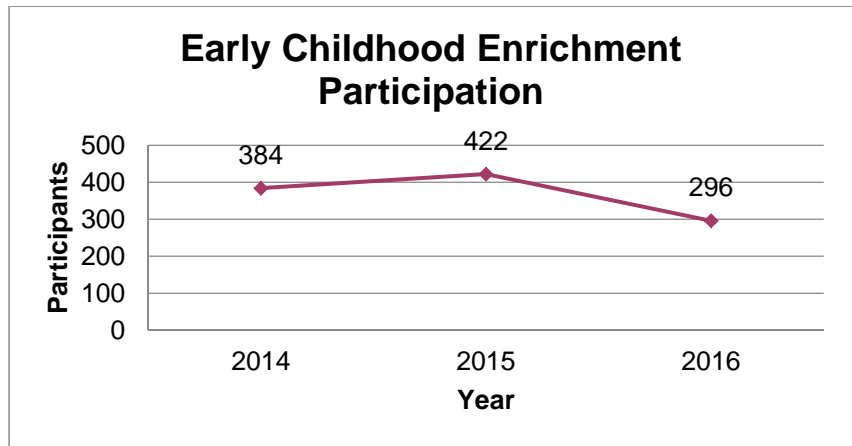
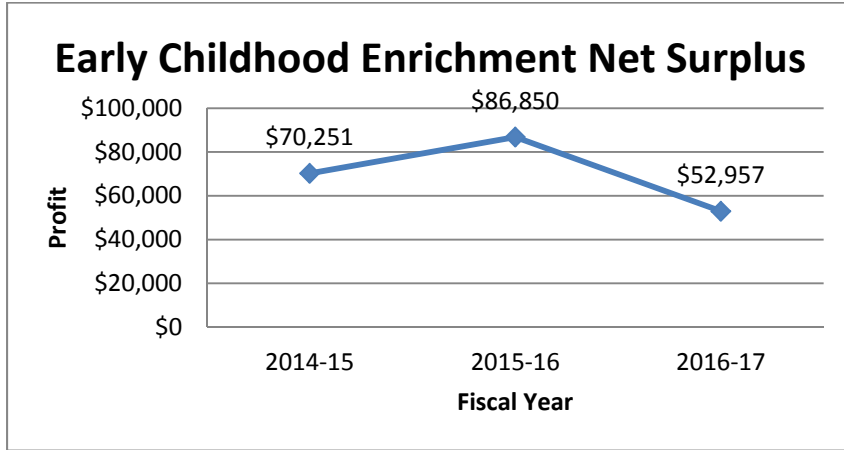
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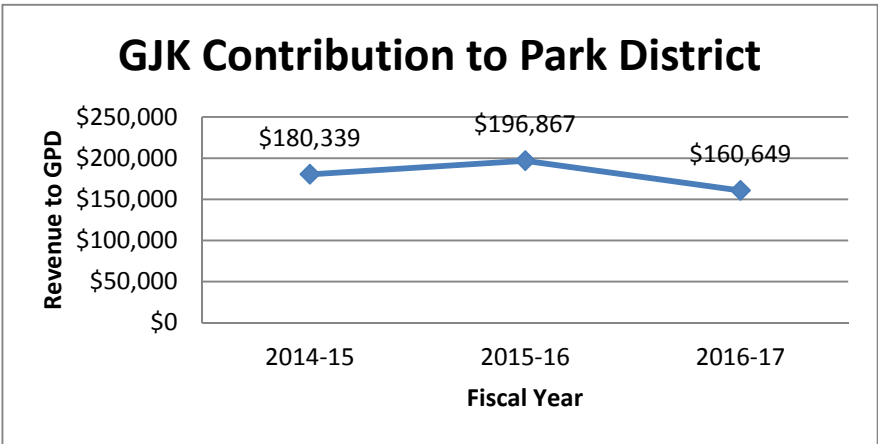
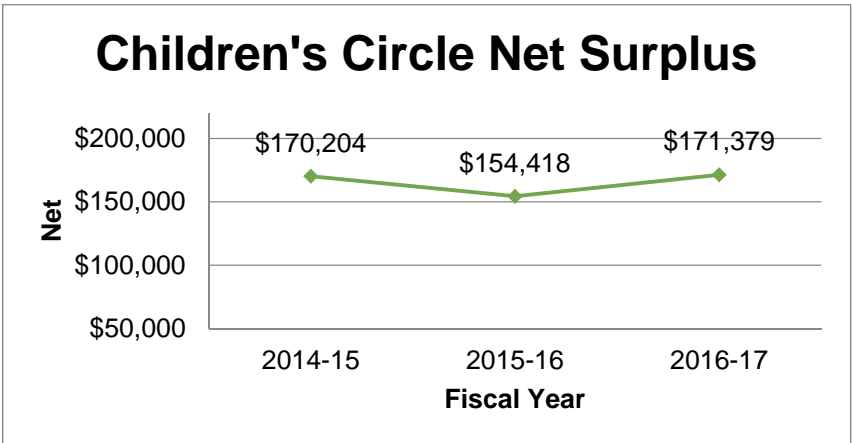
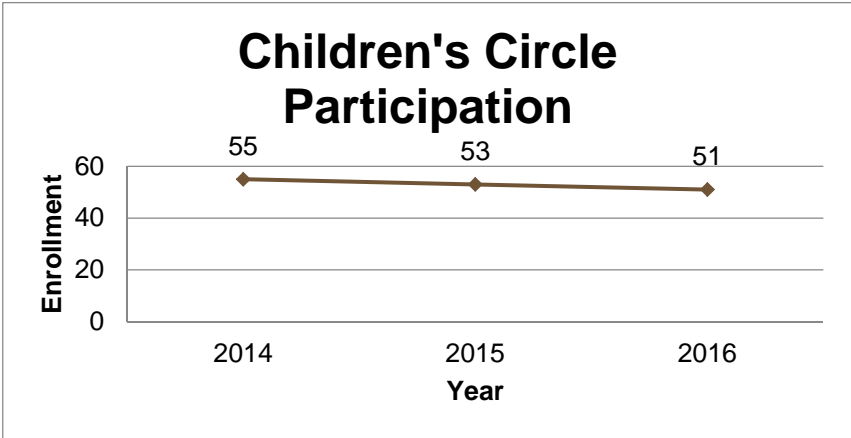
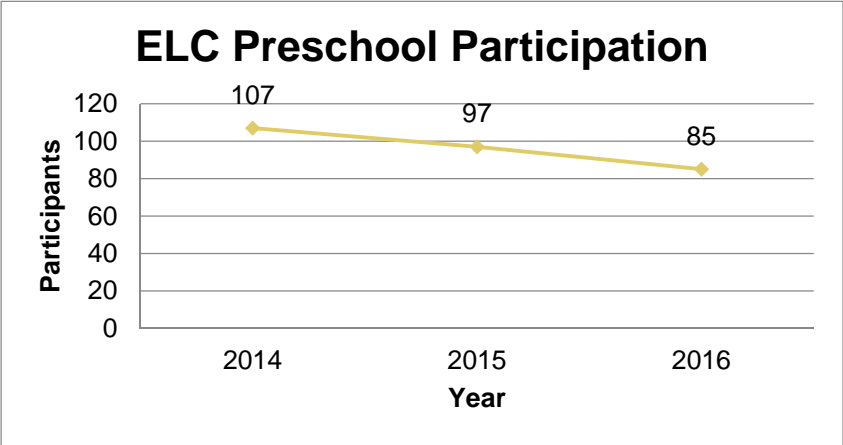
The Glencoe Park District takes great pride in its early childhood program offerings. The agency offers a comprehensive program portfolio for this age group that allows families to use the Glencoe Park District as the sole provider of early childhood recreation and education up to kindergarten if desired. The quantity and quality of programs offered, combined with the excellent facility they are housed in, provides an experience that rivals any competitor in either the private or public sector.

Staff will continue to review and investigate trends both within the agency and in the early childhood industry to ensure that popular classes remain exciting and classes in decline are replaced with innovative offerings. Staff will also continue to hear the feedback from program participants, the Early Childhood Advisory Group, and the community at large to ensure that class offerings are meeting a need and that operations and procedures are constantly reviewed to meet the expectations of the community.

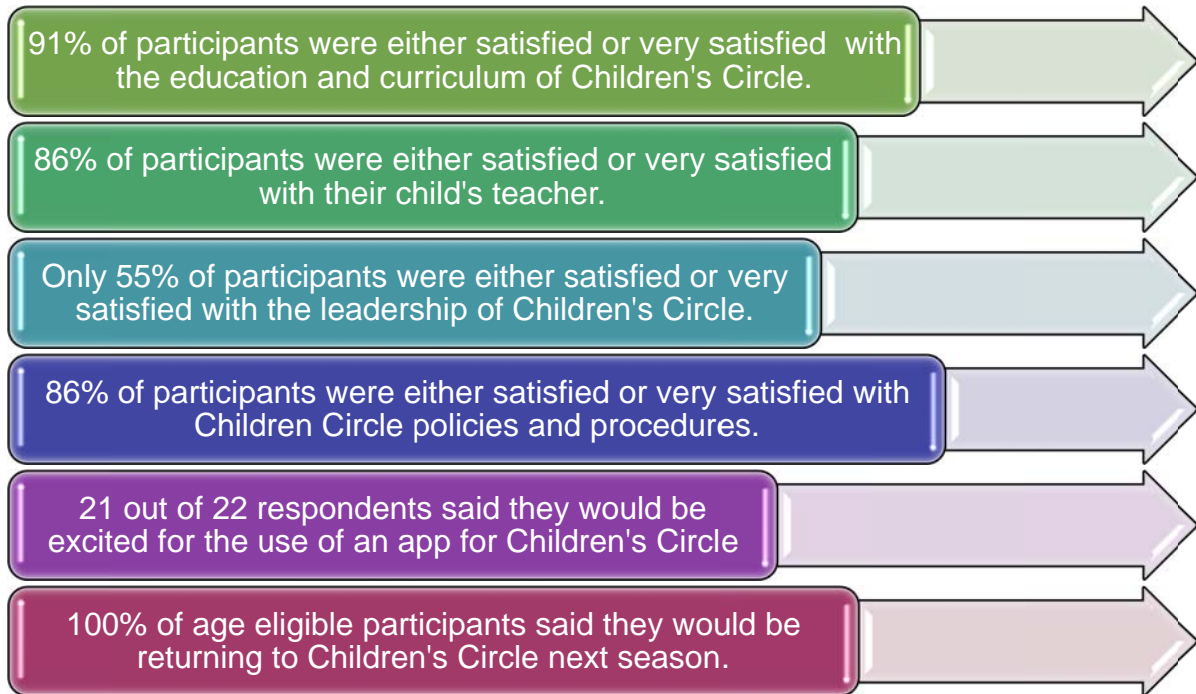
Appendix A

Participation, Financial, and Survey Data

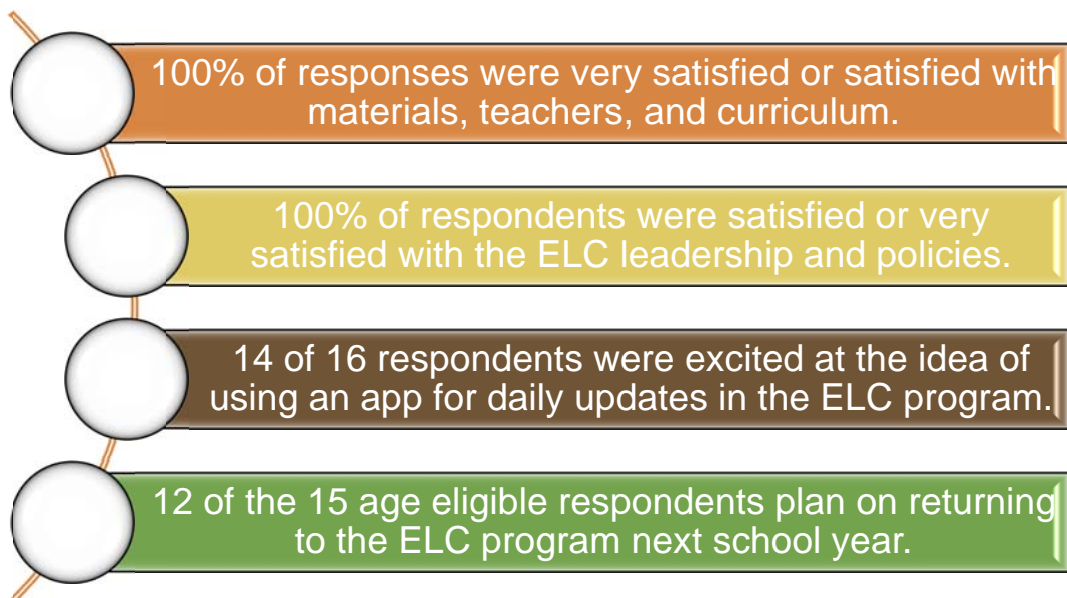




Children's Circle Participant Evaluation Highlights June 2017



Early Learning Center Participant Evaluation Highlights





Appendix B – Sample Forms

Children's Circle Lunch Menu

January/February/March 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1/2 1/30 2/27 3/27	1/3 1/31 2/28 3/28	1/4 2/1 3/1 3/29	1/5 2/2 3/30	1/6 2/3 3/3 3/30
Turkey Taco on Whole Wheat Tortilla w/Shredded Cheddar Cheese Vegetarian: Veggie Taco	Whole Wheat Pasta with Marinara Sauce and Chicken Meatballs Vegetarian: Pasta with Marinara & Veggie Meatballs	Turkey Burgers on Whole Wheat Bun Vegetarian: Veggie Burger on Whole Wheat Bun	Brown Rice with Pulled Chicken BBQ Sauce Vegetarian: Veggie Crumble with Brown Rice	Whole Wheat Grilled Cheese With Hummus and Vegetables on the side
1/9 2/6 3/6	1/10 2/7 3/7	1/11 2/8 3/8	1/12 2/9 3/9	1/13 2/10 3/10
Homemade Pizza Bagels with Mozzarella Cheese and Marinara Sauce	All Natural Chicken Tenders Vegetarian: Veggie Nuggets	Turkey Sausage on Whole Wheat English Muffin with Cheddar Cheese Vegetarian: Veggie Sausage on Whole Wheat English Muffin with Cheddar Cheese	Swedish Meatballs with Brown Rice Vegetarian: Soy Nut Butter and Grape Jelly Sandwich on Whole Wheat Bread	Turkey and Cheddar Sandwiches on Whole Wheat Bread Vegetarian: Grilled Cheese on Whole Wheat Bread with Cheddar Cheese
1/16 2/13 3/13	1/17 2/14 3/14	1/18 2/15 3/15	1/19 2/16 3/16	1/20 2/17 3/17
Chicken Burgers on Whole Wheat Bun Vegetarian: Veggie Burger on Whole Wheat Bun	Whole Wheat Pasta with Marinara Sauce and Chicken Meatballs Vegetarian: Pasta with Marinara & Veggie Meatballs	Turkey Taco on Whole Wheat Tortilla w/Shredded Cheddar Cheese Vegetarian: Veggie Taco	Tuscan Bean Soup with Whole Wheat Grilled Cheese	Sweet & Sour Chicken w/ Brown Rice Vegetarian: Brown Rice with Veggie Crumble
1/23 2/20 3/20	1/24 2/21 3/21	1/25 2/22 3/22	1/26 2/23 3/23	1/27 2/24 3/24
Whole Wheat Waffles with Hard Boiled Eggs	All Natural Chicken Tenders Vegetarian: Veggie Nuggets	Soy Nut Butter and Jelly Sandwiches	Beef Pepper Steak with Brown Rice Vegetarian: Veggie Crumble with Brown Rice and Cheese	Cheese Ravioli with Marinara Sauce

Serving Times

Morning Snack	9:30-10:00 AM
Lunch	11:45 AM
Afternoon Snack	3:45-4:00 PM

SAMPLE DAILY SHEET



FROGS ROOM

Name: _____ Date: _____

Special Remarks

Teacher Comments

Today I was: Happy Playful Busy Tired

Diapers			Food
Time	Initials	Details	At Lunch, I...
			<input type="checkbox"/> Ate my whole meal <input type="checkbox"/> Ate some of my meal <input type="checkbox"/> Tried something new Comments:

Nap		Items I Need	
Start	End	<input type="checkbox"/> Diapers	<input type="checkbox"/> Clean clothes
		<input type="checkbox"/> Wipes	<input type="checkbox"/> Cream
		<input type="checkbox"/> Weather Appropriate Clothes	
		Other:	

All About My Day:

SAMPLE STUDENT PAPERWORK CHECKLIST



Early Learning Center Checklist of Enrollment Forms

Use the checklist below to confirm you have completed all of the required forms for Early Learning Center enrollment.

- Enrollment Form
- Pick-Up Information (Signature required at bottom of page)
- Emergency Contact Information
- Social Background Information
- Illness Policy
- Late Pick-Up Policy
- Additional Release Form
- Certificate of Medical Exam (and TB waiver if your physician so elects)
 - Parent or Guardian must fill out health history box and sign/date.**
- Lead Assessment
- Copy of Birth Certificate (if not already on file)
- Licensing Standards Acknowledgement
 - Sign/date and you keep the licensing information
- Handbook Acknowledgement
 - Sign/date and you keep the handbook
- Early Learning Center Program goals and Philosophy

If your child has allergies, please review the following and contact Naomi Garvett:

Required Documents for Participants with Allergies

Participants with allergies, such as allergies to bee stings, peanut products, dairy, etc., may be at risk of a serious allergic reaction while participating in a Park District program due to contact with, or ingestion of the allergen. The Glencoe Park District cannot guarantee an allergen free environment, but with your cooperation we can create a safer environment and be better prepared to handle emergencies. The Park District will make reasonable, feasible, and practical accommodations to allow participants with life-threatening allergies to participate in our programs. Glencoe Park District requests participants, parent (s) and/or guardian (s) complete and submit a Food Allergy Action Plan and other required forms a minimum of **seven (7) days** prior to the participant's first day of attendance to allow Park District staff time to make accommodations and to train appropriate staff. Forms may be obtained at the Takiff Center main registration desk.

SAMPLE MONTHLY CALENDAR

July 2017 Belugas



Monday	Tuesday	Wednesday	Thursday	Friday
<p>3 Party in the USA (Make confetti slime)</p>	<p>4 NO SCHOOL</p> <p>Happy July 4th</p>	<p>5 Coach Miriam</p>	<p>6 Movin' and Groovin' (Make musical instruments)</p>	<p>7 Miss Jamie's Farm</p>
<p>10 Lotsa Pasta</p>	<p>11 Artful Antics</p>	<p>12 Coach Miriam</p>	<p>13 Mad Science</p>	<p>14 Frog Lady</p>
<p>17 Fairy Tales (Costume Day)</p>	<p>18 Vehicle Adventures</p>	<p>19 Lambs Farm Field Trip</p>	<p>20 Treasure Island</p>	<p>21 Pirates' Cove (Field Trip)</p>
<p>24 Storytime Telling (bring your favorite book)</p>	<p>25 Tots-N-Tunes Bring a sack lunch (Walking Field Trip)</p>	<p>26 Coach Miriam</p>	<p>27 Water World (field trip)</p>	<p>28 Slumber Party (Come to school in your PJs)</p>
<p>31 Nature Gone Wild (bring white T-shirt to tie-dye)</p>				