



## Des Plaines Park District 2018 Summer Camp Parent Guide

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Welcome to the Des Plaines Park District Summer Camp Program! We have designed this program to include a variety of activities in a safe, supervised environment. Our Summer Camps help children get active, have fun, and be healthy! Our dedicated and well-trained Summer Camp staff members encourage and promote physical activities that will help boost self-image and self-confidence. We provide an environment for youth to socialize and create new friendships. This booklet provides important general camp information. If you are looking for information about a specific camp, you'll find it in the Summer Camp Guide and the Spectrum Program Guide. Both are available in our facilities, and on our website: [www.DPParks.org](http://www.DPParks.org). We also invite you to visit us at our Parent Orientation/Counselor Meet & Greet on Thursday, May 31 6:00–7:30pm at the Leisure Center, 2222 Birch Street.

### **Participant Information Medical Form:**

It is imperative that you turn in our **Participant Medical Contact Form**. This form, along with all other pertinent information can be found on the Park District website: [www.DPParks.org](http://www.DPParks.org) and is also attached with this guide. This form needs to be completed and returned to the Administrative & Leisure Center (2222 Birch Street) by Friday, June 1<sup>st</sup> or, at the latest, the first day of camp. This information is held in the strictest confidence. **Please note: If we do not have this information on file, your child will NOT be able to attend camp.** Please remember to attach a recent photo.

### **Pick Up & Drop Off Policies:**

Camp doors open at 7:00am and all Camp Programs end at 6:00pm.

Please drop off all participants by 9:00 each morning and pick up begins at 3:30.

It is your responsibility to pick your child up on time. For example, if camp ends at 6:00pm, you will need to pick up your child by 6:00pm. Please indicate on the Participant Information Medical form who is authorized to pick up your child from camp. If someone else is coming to pick up your child, and is not listed as an authorized adult, parents must submit in writing who will be picking up the child. Children will not be permitted to leave the program during the day or at the end of the program to walk home, unless we have written permission from the parent.

### **Late Pick up Policy:**

It is imperative that your child is picked up on time, as our staff needs this time to prepare for the next day. There will be a 5-minute grace period at the end of camp. Once the 5-minute period has elapsed, there will be an additional \$5.00 charge for every 5 minutes you are late in picking up your child. (Example: Camp ends at 6pm and child is picked up at 6:21pm. You will be expected to pay a \$15.00 late fee). This fee must be paid at camp by cash or check before your child comes back to camp the next day.

**Registration Deadline: In order for us to have an adequate number of trained staff available, for the safety of your camper, registration will be taken until the Thursday prior to the first day of camp. Week of registrations will not be accepted.**

### **Camp Cancellations:**

Rain or shine camp is held! The Park District may cancel a camp session if that program has not reached the minimum enrollment.

### **What campers should wear and bring to Camp:**

Campers should wear comfortable, old, durable play clothing appropriate for weather conditions. Labeling of clothing is highly recommended. We are not responsible for clothing or items brought to camp. Campers will need a labeled, non-refrigerated snack and lunch with them daily. A water bottle and sunscreen are required (please label). A small day-pack will keep belongings organized. Swim wear and towels will need to be brought on designated swim/water activity days.

To foster values and appropriateness, the Park District reserves the right to ask campers to change their clothes if they are deemed inappropriate. This includes, but is not limited to, short shorts, baggy pants worn below the hip, shirts with vulgar or rude messages, and clothing that is too revealing.

Campers are to wear sneakers or closed-back footwear. NO open backed sandals, flip-flops or clogs. Sandals may be brought to camp to be worn at the pool or water parks.

On pool/water days, campers are asked to bring a swimsuit. Campers are not required to participate in swim/water days, but campers are required to attend. **Girls must wear one-piece swimsuits at the pool.** Two-piece swimsuits are not allowed, and wearing a t-shirt over a two-piece swimsuit is not permitted. Campers must be able to change into their swimsuits, and then back into dry clothes, without the assistance of a counselor.

#### **Cell Phones:**

Campers may have cell phones with them at camp, but we ask that they stay in backpacks or in a secure place. We are not responsible for lost or stolen cell phones. Phone calls and text messages cannot be made without staff permission. If a phone is used without permission, it will be taken and held by staff until the end of the camp day.

#### **Lost and Found:**

If your child should lose something at camp, please send a note describing the item and we will do our best to locate it. Unclaimed lost and found items are donated to charity at the end of each season.

#### **Health & Safety:**

**Your child's health & safety is our number one concern.** While we focus on prevention, First Aid and CPR certified staff is always on site. Our buildings have basic first aid kits; in the event of a more serious injury or accident we always call for paramedics. It is required that all campers have the required immunization shots, including tetanus. Staff appreciate being notified in advance of any allergies, e.g., peanuts, bee stings. The Des Plaines Park District DOES NOT provide health, medical, or accident insurance for its participants.

#### **Medication:**

If Park District staff will be required to administer medication to a participant during program hours, the parent/guardian must complete these forms and return them to the Recreation Supervisor or Day Camp Director: 1) Permission To Dispense Medication/Waiver and Release of All Claims form; 2) Medication Dispensing Information form; and, if applicable, 3) the Waiver & Release of All Claims for Use of Inhaler or Auto-Injector. All medication must be delivered to the Camp Director on-site at camp in the original prescription bottle or in clearly marked containers which include the person's name, medication, dosage, and time of day medication is to be given. **\*Please contact the Des Plaines Park District if you are in need of the Medication Waiver, Release of Claims and Dispensing Information forms. All forms are available on our website [www.DPParks.org](http://www.DPParks.org)** Des Plaines Park District Camp Staff are not allowed to administer any diabetic medications, injections, or check a child's blood sugar level.

#### **Illness:**

If your child becomes ill while at camp, a parent/guardian will be notified. If a parent is unavailable, the emergency contacts will be called. If your child is ill or has a fever, we discourage their participation at camp. Your child should not return to camp until they have been fever free for 24 hours. If you learn that your child has contracted a contagious disease, please notify the Camp Director, the Assistant Director, or the Park District office as soon as possible.

#### **Sun Policy:**

Due to the outdoor nature of our program, campers are vulnerable to sun exposure. We try to have the campers in the shade whenever the sun, or heat, is at its peak. We also remind campers to reapply and use the sunscreen you send. To minimize sun exposure without compromising program goals, we request the following help in preparing your child for camp:

- Wear sun protective clothing, including a hat and a rash guard shirt for the water.
- Wear a pair of durable sunglasses.
- Use sunscreen that protects against UVA and UVB rays, is waterproof, and is SPF 15 or higher.
- For extra protection, apply zinc or titanium block to ears, nose, and cheeks.
- Campers will be instructed to apply sunscreen at 10:00a, 12:00p, 2:00p & 4:00p, more if needed

#### **Swimming:**

Some of our camps go swimming on designated days throughout the week. If your child does not plan on participating in swimming, they can still attend camp; keep in mind the entire camp, and staff, will be going to

the pool and supervision will not be provided back at the camp site. Campers are still required to wear swim wear on the pool deck, but they are not required to enter the water. **Girls must wear one-piece swimsuits at the pool.** Two-piece swimsuits are not allowed, and wearing a t-shirt over a two-piece swimsuit is not permitted. Campers must be able to change themselves into and out of their swimsuits without assistance and back into dry clothes.

#### **Swim Tests:**

To keep pool visits as safe as possible we conduct a basic swim test before allowing a camper to swim in water above their shoulder. The swim test consists of swimming the width of the pool in the 6-foot deep end, *under the supervision of our camp staff and the pool lifeguards*. If the camper can swim across the width of the pool without stopping or touching the wall or bottom of the pool, they are allowed to swim in the deep water of the pool. If a camper does not pass the swim test, or chooses not to take the swim test, they will be issued a pink wristband which restricts them to water that is below their shoulder height in the pool. Please be sure to indicate your child's swimming ability on *the Participant Medical Form*.

#### **Swimming Lessons:**

Camp swimming lessons are offered for the Arndt, West, and Lake Park Camps. Detailed information can be found in the Summer Camp Guide and Spectrum Program Guide. Transportation to and from swimming lessons is provided, and includes counselor supervision. Our pool safety program is built into the fee of Camp Sunshine and Camp Discovery. Again, children do not need to participate in these camps swim programs, but they will still need to go to swimming pool with the counselors.

#### **Communication with Camp Staff:**

We appreciate open communication with parents to avoid any misunderstanding about the goals of our camp program. Each camp will have a parent communication log that we encourage families to use when relaying important information.. We will do our best to address your concerns and to resolve them in a fair and prompt manner. Your cooperation and support is greatly appreciated in regards to this matter. **\*Please fill out our Day Camp Evaluation at the end of each session or at the end of the summer. Your feedback is important to us!** If you have ANY difficulty communicating with the Park District Camp Staff, we encourage you to contact Jeanette Berard, Recreation Supervisors at 847-391-5700 or [Jeanette.Berard@DPParks.org](mailto:Jeanette.Berard@DPParks.org). Camp specific packets – available in May, we will have more information on how best to be in contact with your child(ren);s camp directors.

#### **Camp Calendars and Schedules:**

Summer long Camp Calendars and Schedules will be posted to the website in late May. At the end / beginning of each week, parents can pick up a hard copy of the camp calendar that has all of the activities scheduled for that week' session, along with special reminder about what children should bring to camp. Calendars are available on the Park District website: [www.DPParks.org](http://www.DPParks.org)

#### **Code of Conduct and Camper Guidelines:**

Campers are expected to behave appropriately while participating in any Park District program, and while in any Park District facility. The following guidelines have been developed to make Des Plaines Park District programs safe and enjoyable for all. Additional rules, policies, and guidelines may be developed as deemed necessary by staff. A firm, *positive* approach is used regarding discipline. Staff will periodically review rules with participants. If inappropriate behavior occurs, a prompt resolution will be sought that is specific to each individual's situation. The Des Plaines Park District reserves the right to dismiss a participant or facility user whose behavior endangers their own safety or the safety of others.

#### **Please review the following camp policies with your child:**

- Talk in a pleasant manner: no foul language or put-downs. Topics of conversation are to be appropriate for a public setting.
- RESPECT other campers, staff members, their belongings, our facilities, and the natural environment.
- Refrain from disparaging remarks, including comments against an individual's race, ethnic background, religion, physical appearance, gender, gender orientation or disabling condition.
- Treat all equipment and supplies with proper care and respect.
- Remain with your group and a Park District staff member at all times, unless directed to do otherwise.
- Protect your feet by always wearing closed shoes; gym shoes are required at camp.
- Do not display any aggressive behavior, including hitting, punching, slapping, kicking, and biting.

- Refrain from threatening or causing bodily harm to yourself, other participants, or Park District staff.
- Hazing and bullying is strictly prohibited.
- BE SAFE. Follow camp rules at all times.

**Equal Access:**

No participant shall, on the basis of race, creed, sexual orientation, gender, gender orientation, national origin, or disability be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage or opportunity. It is the objective of the Des Plaines Park District to provide a positive leisure experience for all participants, thus requiring certain rules to ensure safety and enjoyment.

**Des Plaines Park District Anti-Harassment Policy Prohibited Conduct:**

Racial, ethnic, or religious slurs or other verbal or physical conduct relating to the following areas is prohibited: race, color, religion, national origin, ancestry, gender, gender orientation, physical appearance, socioeconomic status, or disability. Sexual harassment, such as unwelcome sexual advance, request for favors, or conduct of sexual nature is also prohibited. Harassment by fellow participants, staff, or outsiders coming into contact with participants will not be accepted. Conduct that is not acceptable includes: creating an intimidating, hostile, or offensive program environment; interfering with a participant's program experience, or adversely affecting the program experience. Some examples of prohibited contact include: epithets, slurs, negative stereotyping, threats, intimidation, hostile or violent acts, posting or distribution of hostile written or graphic material, verbal or physical conduct toward an individual because of race, color, religion, national origin, ancestry, gender, gender orientation, physical appearance, socioeconomic status, or disability. Sexually harassing conduct such as offensive jokes, language, graphic or verbal commentary, and obscene comments or gestures are also prohibited.

**Disciplinary Procedures:**

For minor offenses, campers will receive a verbal warning, and may be issued a brief timeout from an activity. For repeated problems and those of a more serious nature, the camper will be reported to the Recreation Supervisor and the parent will be notified. All incidents will be documented in a Des Plaines Park District Conduct Report and kept on file. Depending on the severity of the offense, expulsion without refund may result. The *Des Plaines Park District Behavioral Policy (A-24)* is on our website: [www.DPparks.org](http://www.DPparks.org).

If participant engages in the harassment of another participant:

- He or she will be subject to a one to three day suspension for a first offense, at the discretion of the Park District, based on the severity of the circumstances.
- The Park District reserves the right to take other action to address and prevent harassment, including expelling a participant for either a first time offense or repeated acts of harassment.
- If an investigation results in a finding that an individual has made false or frivolous accusations of harassment, the accuser will be subject to the same disciplinary action as noted above.
- The District will not be under any obligation to refund any funds when a participant is suspended or expelled.

**M-NASR:**

If your child requires assistance from the Maine-Niles Special Recreation Association (M-NASR), you must notify the Recreation Supervisor a minimum of one week in advance. If we do not receive at least one-two weeks' notice, please understand that we, and M-NASR, may not be able to provide accommodations for your child.

**Special Needs / ADA Accommodations:**

**It is the parent/legal guardian's responsibility to notify the Park District of any physical, mental or emotional condition(s) that might require special attention by our staff. If your child needs special accommodations to participate in our camp program, notify the Recreation Supervisor in a timely manner.** Please understand that failure to provide timely and appropriate notice of a special need and/or request for reasonable accommodation may result in a delay in registration. When feasible and appropriate, the Park District asks that requests for reasonable accommodation be made at least two weeks in advance of any activity or program. Your confidentiality will be respected. With proper notification we can work with the parent, child, and staff to be prepared to assure for the best possible conditions for a positive camp experience.

The Des Plaines Park District welcomes participation in all programs and activities by individuals with disabilities and special needs. The Park District is committed to inclusion and providing public recreation services in the

most integrated setting in which interaction between people with and without disabilities is provided to the maximum extent feasible. The Park District works cooperatively with the Maine-Niles Special Recreation Association to facilitate successful participation for participants who register for inclusive programming. Kindly understand that the Park District does not provide certain personal services, such as toileting services, rectal administration of medication, or traditional syringe injections.

**Summer Camp EFT Payment Plans:**

You must register by **April 30, 2018** to take advantage of the 4 installment payment plan option. First installment bill will include a \$35 processing fee. The balance is due in 3 equal payments, **Due May 15, June 15 July 16**

Important Payment Plan Information:

- \$35 processing fee is added to all payment plans. No payment plans are accepted after **April 30, 2018**
- Fill out registration form and bring it to the Leisure Center.
- An installment billing agreement will be filled out and reviewed by a Park District staff member.
- Installment payments can be done electronically from a debit or credit card.
- A copy of the installment billing agreement will be given to you, once it has been approved.

**Summer Camp Refund Policy:**

- A 90% refund is made for all requests received and date stamped on or before **May 31, 2018**.
- A 75% refund is made for all requests received and date stamped between **June 1, 2018** and the first day of camp.
- All refund requests received after the first day of the session is prorated from the time the request is *received and date stamped by our offices*.
- All refunds incur an automatic \$2.00 processing fee.
- There will be **no refunds** if the request is received after the camp session has completed.

**Transfer Fees:**

There will be an automatic **\$5.00 transfer fee** if you transfer your child from one camp to another. The transfer fee is not charged if you have been placed on a waitlist.

**Important Contact Information:**

Please visit our Des Plaines Park District website, Summer Camp Section for individual camp information, [www.DPParks.org](http://www.DPParks.org). Supervisor Information below:

**General Day Camps:** Jeanette Berard  
[Jeanette.Berard@DPParks.org](mailto:Jeanette.Berard@DPParks.org), 847-391-5700

**Sports & Athletic Camps:** Joshua Cantres  
[JC@DPParks.org](mailto:JC@DPParks.org), 847-391-5711

**Golf & Sailing Camps:** Tyler Fuchs  
[Tyler.Fuchs@DPParks.org](mailto:Tyler.Fuchs@DPParks.org), 847-803-4653

**Dance & Art Camps:** Nancy Suwalski  
[NancyS@DPParks.org](mailto:NancyS@DPParks.org), 847-391-5711

Adventure Camp Cumberland Terrace Fieldhouse 426 S. Warrington Road Adventure Camp Extended Care is Held at Prairie Lakes 515 E. Thacker, Multi-purpose Room	Camp Discovery Prairie Lakes Recreation Center 515 E. Thacker, Meeting Room 1&2
Arndt Park Camp Arndt Park Field House 1900 White Street (at Howard Avenue)	Camp Opeka Lake Park North Pavilion 2000 Lee Street (at Howard)
Camp Chickagami Lake Park North Pavilion 2000 Lee Street (at Howard)	Camp Sunshine Administrative & Leisure Center, Room 110 2222 Birch Street
Dance & Sports Camps Prairie Lakes 515 E Thacker	West Park Camp West Park Fieldhouse 651 S. Wolf Road