



West Park Fieldhouse, (847) 391-5723

651 S. Wolf Road

West Park Camp Parent/Camper Guide 2018

Welcome:

Welcome to the Des Plaines Park District West Park Camp! We have designed this program to include a variety of activities in a safe, supervised environment. All activities will be held at West Park with the exception of three trips per week. 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 informational guide will provide important general West Park Camp information.

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. This form needs to be completed and returned to the Administrative & Leisure Center (2222 Birch Street) by **Friday, June 1st**, 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.

West Park Camp Hours of Operation:

West Park Camp runs Monday through Friday, 7:00am-6:00pm. Drop off begins at 7:00, please have children at camp by 9:00am. Pick up will begin at 3:30pm, children will need to be pick up by 6:00. If for any reason you have to pick up your child early from camp, please coordinate with the Camp Director or Assistant Director. If you will be late, please refer to our Late Pick up Policy. **Please make every effort to drop off and pick up your child on time.**

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.

Authorization Pick-Up:

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.

Registration Information:

The summer camp season runs **Monday, June 11th –Friday, August 3rd**, in one week sessions. All campers must be registered and paid in full by the THURSDAY before the first day of the new session of camp. If your child is not on the roster or attendance sheet, please show proof of receipt to the Camp Director/Assistant Director. If we do not have proof of payment, you may be sent to our administrative offices for further follow up.

Camper Code of Conduct:

Campers are expected to behave appropriately while participating in any Park District program and while in any Park District facility. Please review the camp policies with your child. Rules/Guidelines have been developed to make Des Plaines Park District programs safe and enjoyable for all. A camper who displays negative behavior can affect the rest of the camp's experience. Campers who are disruptive, unruly or display inappropriate behavior OR require an excessive amount of disciplinary attention will meet with the Camp Director and parents to evaluate their behavior. 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. Parents will be

notified of any misconduct or discipline problems. **It will be the parent's responsibility to arrange transportation for the child if/she is being sent home due to disciplinary actions.**

Please review the following camp policies/rules 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, 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 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.

Camper/Parent Agreement:

New this year, we ask parents review Des Plaines Park District rules/guidelines with their child. Each camper must submit an agreement with their participant medical form. If we do not have this on file, your child may not be able to attend camp.

Camper Daily Check-List

What should you bring to Camp: Make sure all items are clearly labeled; Des Plaines Park District Summer Camp staff will not be responsible for lost or stolen items.

- Backpack
- Gym Shoes (sandals/flip flops are ONLY permitted on swim days)
- Healthy lunch and 2 snacks (for both AM/PM)
- Water Bottle
- Swimsuit (one piece only for female campers) and towel
- Sunscreen (spray preferred), camp staff will not be able to apply sunscreen
- Clothing for all weather (jacket/sweatshirt or rain gear)
- Durable play clothing and extra change of clothes

What you should NOT bring to Camp: If these items are found at camp, parents can pick them up from the Camp Director or Assistant Director at the time of pick up.

- Electronic games and devices
- Music players (MP3 players or iPods)
- **Trading/Pokémon Cards**
- Toys, or anything with monetary or sentimental value

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.

Food Allergies:

Please be aware that peanut allergies are becoming more prevalent each year at camp. These allergies are sometimes airborne and even sitting next to a camper with a peanut butter and jelly sandwich can give them an allergic reaction. Due to the danger of this allergy, we ask that you please avoid or limit the peanut products you include in your campers lunches. We understand that this may be difficult, so if you include peanut products, we ask that you please inform your camper, label the bag "contains peanuts" and let us know at sign-in. It is our goal to keep everyone safe at camp. We appreciate your help!

Swimming Lessons/Water Days:

West Park Camp is bussed to Chippewa Pool on Tuesdays and Thursdays for free swim/open swim. There is no additional fee for this program. This provides an option for your child to become familiar and comfortable in the water in a safe and supervised environment. If your child does not plan on participating in swimming lessons, 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. Wednesdays will be water activity days, where campers will be outside. Campers must be able to change themselves into and out of their swimsuits without assistance and back into dry clothes.

Swim Levels / 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 and completing a 30 second treading test, *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 lane line, and if they can complete the full length of time for the tread test, they are allowed to swim in the deep water of the pool. If a camper does not pass the swim test, chooses not to take the swim test, or are marked Non-Swimmer/Beginner 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:

West Park Camp offer swimming lessons for campers at an additional registration fee. The cost is \$13.00 and they are held on Tuesdays and Thursdays in the morning. Campers will be transported to Chippewa pool with camp staff. Please refer to the summer camp guide for additional information or ask your Camp Director.

Parent Correspondence:

Important camp information and reminders will be distributed daily or weekly. At the beginning of each week, parents will receive a camp calendar that has all of the activities scheduled for that week's session. All camp calendars will be posted on the website at the start of the camp season. Each camp will also have a Parent Communication Log located next to the sign in/ out sheets. Please make sure to write down any important information on the communication log for your Camp Directors to be in the know.

Friday Dress Up

These days will follow the weekly themes. Campers are encouraged to participate in these activities. Please no toys or toy weapons are permitted at camp on these days.

Important Dates:

Parent Meet & Greet

Thursday, May 31st, 6:00-7:30pm
Administrative & Leisure Center, 2222 Birch Street

Summer Camp Kick-Off

Monday, June 4th – Friday, June 8th
(4-6 year olds & 7-9 year olds)
Administrative & Leisure Center, 2222 Birch Street

**No Camp, Wednesday July 4th

All Camp Field Day

Wednesday, July 18
Prairie Lakes Community Center, 515 E. Thacker
Details will be provided closer to event

Mid Summers Camp End

Monday, August 6th – Friday, August 10th
(4-6 year olds)
Administrative & Leisure Center, 2222 Birch Street
(7-12 year olds)
Lake Park (Lake Opeka), North Pavilion
2000 Lee Street (at Howard Avenue)

Summers Camp End

Monday, August 13th – Friday, August 17th
(4-6 year olds)
Administrative & Leisure Center, 2222 Birch Street
(7-12 year olds)
Lake Park (Lake Opeka), North Pavilion
2000 Lee Street (at Howard Avenue)

Important Contact Information:

<p>West Park Fieldhouse 651 S. Wolf Road Des Plaines, 60016 (P) 847-391-5723</p>	<p>Administrative & Leisure Center 2222 Birch Street, Des Plaines, 60018 (P) 847-391-5700 Administrative Office Hours of Operation Monday–Friday: 8:30-5:00pm Saturday & Sunday: CLOSED</p>	<p>Prairie Lakes Community Center 515 E. Thacker, Des Plaines, 60016 (P) 847-391-5711 Office Hours of Operation (Summer) Monday–Thursday: 5:30a-9:30p Friday: 5:30a-8:00p Saturday: 7:00a-6:00p Sunday: 7:00a-5:00p</p>
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