



Des Plaines Park District 2021 Summer Camp Guide

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 campers 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 safely socialize, at a distance 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.

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 and is also attached with this guide. This form needs to be completed and returned by 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 camper 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. (Sports, Dance & Adventure Camp have alternate start/end times and do offer Before & After Care)

Please drop off all participants no later than 9:00am each morning and pick up begins at 3:30.

Curbside drop off and pick up will be used for campers. Only campers will exit/enter the car during these times. Drop off/pick up information specific to each location is listed below. A map for all Prairie Lakes camps can be found at www.DPParks.org/summer-camp.

- **Arndt Park: Enter from White Street, wait in cue to pull to the front of the building to meet staff, pull around the parking lot and back out onto White St.**
- **West Park: Enter East parking lot from far entrance on Greenview Ave. Wait in cue, pull to the front circle drop off to meet staff. Exit to Wolf Road from West parking Lot.**
- **Camp Opeka: Enter from Howard Ave. Staff will meet you at the circle drive in front of the building.**
- **Camp Discovery (Prairie Lakes): Enter from Thacker St. Follow the circle drive to the front of the building. Follow the signs through straight past the front to the curve on the East end of the building to wait in cue and meet staff.**
- **Sports Explosion I & II: Enter from Thacker St. Follow the circle drive to the front of the building. Follow the signs to the front of the building to wait in cue and meet staff.**
- **Dance Camps: Enter from Thacker St. Follow the circle drive around to the West entrance of the parking lot. Pull up to the pedestrian crossing to meet staff. Pull forward and use the East exit of the parking lot back to Thacker.**
- **Adventure Camp: If meeting at Prairie Lakes, follow the signs to the front of the building. At Cumberland Terrace, staff will meet you in the parking lot.**

Drop Off: When staff approach your vehicle, they will be wearing a mask. Please have your camper put on their mask. The staff will hand you a sign in/out form that will include a few health-screening questions. When you have completed the form, you will hand it back to the staff, and your camper will exit the vehicle. If the camper is found to have symptoms of illness, or does not have a mask/cloth face covering, they will not be allowed to exit the vehicle and attend camp that day.

Pick Up: If you will pick up prior to 5pm, please contact camp staff in advance so they can have your camper ready to go when you arrive. Each camp will be given specific contact information for that camp at the start of the session. Beginning at 5pm, campers will be gathered with their belongings awaiting pick up. When you pull up, your camper will be brought to your car and you will be handed the same form from the morning to sign off.

Please allow extra time in your schedule to accommodate this process, as it will take some additional time.

It is your responsibility to pick your camper up on time. For example, if camp ends at 6:00pm, you will need to pick up your camper by 6:00pm. Please indicate on the Participant Information Medical form who is authorized to pick up your camper from camp. If someone else is coming to pick up your camper, and is not listed as an authorized adult, guardians must submit in writing who will be picking up the camper. Campers 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 guardian.

Late Pick up Policy:

It is imperative that your camper 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 camper. (Example: Camp ends at 6pm and camper 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 camper 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 or combine a camp session if that program has not reached the minimum enrollment.

What campers should wear and bring to Camp:

Campers need to bring a mask/cloth face covering with them daily. If they do not have one at drop off, they will not be accepted at camp for that day. Masks will be worn in accordance with State of Illinois guidelines.

Campers should wear comfortable, old, durable play clothing appropriate for weather conditions. **Please send your camper with clothing that can be layered on and off as needed, to ensure they are comfortable in changing outdoor conditions.** Labeling of clothing is highly recommended. We are not responsible for clothing or items brought to camp. 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. **It is preferred that girls wear one-piece swimsuits at the pool.** Two-piece swimsuits are allowed IF the top and bottom section of the suit meet or overlap in the middle. No bare midriff allowed, and wearing a t-shirt over a two-piece swimsuit with bare midriff is not permitted. Campers must be able to change into their swimsuits, and then back into dry clothes, without the assistance of a counselor.

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.

To minimize cross contact with frequently used items, please send your camper with a baggie marked with their name including markers, crayons, scissors and a glue stick.

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 camper 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 camper'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 needs to be 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.

COVID-19 Safety Precautions:

Procedures to help prevent the spread of the COVID-19 virus will be practiced each day at camp. Frequent hand washing, equipment sanitizing, 6 ft. social distancing, spatial awareness, keeping hands to self and wearing a mask/cloth face covering, will be incorporated into our daily routines. You will be asked to answer a few quick health screening questions each morning at drop off. The Director or Assistant Director of each camp will ask each camper the same questions at lunch time to ensure that they have not developed any symptoms during the day. If the camper does show signs of illness at any time throughout the camp day, they will be separated from their group with a staff member and picked up will be required within one hour.

Medication:

If Park District staff will be required to administer medication to a participant during program hours, the 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** Des Plaines Park District Camp Staff are not allowed to administer any diabetic medications, injections, or check a camper's blood sugar level.

Illness:

We need your help! Please take your camper's temperature before sending them to camp. If they have a fever or are not feeling well, do not send them to camp.

If your camper becomes ill while at camp, a guardian will be notified. If a guardian is unavailable, the emergency contacts will be called and the camper must be picked up within one hour. Your camper should not return to camp until they have been fever free for 24 hours. If you learn that your camper has contracted a contagious disease or virus including COVID-19 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. Sending campers with sunscreen already applied at drop off is best practice. We also remind campers to reapply and use the sunscreen you send several times throughout the day. **Campers will need to be able to apply their sunscreen themselves, so please provide them with a product that they are able to use/apply easily, without assistance.** To minimize sun exposure without compromising program goals, we request the following help in preparing your camper 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 camper 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. 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 camper's swimming ability on the *Participant Medical Form*.

Communication with Camp Staff:

We appreciate open communication with families to avoid any misunderstanding about the goals of our camp program. Each camp will have a family 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.** Camp specific packets – available at each camp, will have more information on how best to be in contact with your camper's camp directors.

Camp Calendars and Schedules:

Calendars and Schedules will be displayed at each camp site. At the end / beginning of each week, families 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 campers should bring to camp.

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 full #A-24 Participant Behavior Management Procedure at www.DPParks.org for more information.

Please review the following camp policies with your camper:

- 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.

Behavior Guidelines:

1. A behavior management agreement is attached and a signature is required to be placed on file prior to the first day of camp. While we have always had firm and enforced behavior guidelines for our programs, it will be necessary for us to reinforce and strengthen these guidelines in the current environment.
2. Campers that are not able to respect and adhere to the social distancing guidelines will be removed from the program after 2 warnings. It is imperative that we consider the health and safety of all campers with these measures.
3. Independent personnel care and function, mask wearing, and social distancing standards must be met.
4. Eloping (or running away) will not be tolerated and will result in removal from camp.

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 conduct 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 family 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.

If participant engages in the harassment of another participant:

- They 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.

ADA and SPECIAL ACCOMMODATIONS

The Des Plaines Park District and Maine-Niles Association of Special Recreation (M-NASR) will engage in an interactive process, on a case-by-case basis, to identify reasonable accommodations that enable eligible individuals with a disability to participate in a public recreation opportunity, program, activity or event provided or sponsored by the Des Plaines Park District. Every attempt to provide reasonable accommodations will be made. All participants in Des Plaines Park District programs and facilities are expected to comply with Policy #A-24, Participant Behavior Management Procedure.

Summer Camp EFT Payment Plans:

Payment Options

- Complete both the Registration / Participant Form and attach correct payment.
- Register In-Person, Online or via Fax
- Make Checks payable to the Des Plaines Park District
- Online registration requires that payment be made in full

Summer Day Camp Payment Plans

- Register by **April 30, 2021** in order to enroll in a payment plan.
- Must provide a valid credit card or debit card in order to set up the payment plan
- The total is divided into 4 equal payments that are transferred electronically from a credit or debit card.
- Payment plans are only accepted at the Leisure Center

Due at Time of Registration

- Your first installment payment and \$35.00 automatic processing fee.

- An Installment Billing Agreement will be provided to you at the time of registration stating the payment amount and installment dates; **June 15, June 30 & July 15**

Transfer Fee

There is an automatic \$5 transfer fee for families who transfer camps or sessions. You will not be charged if you have been on the wait list.

Summer Camp Refund Policy

- \$35.00 processing fee is non-refundable and non-transferable.
- All refunds received and DATE STAMPED by **May 28, 2021** will result in a \$15.00 retention fee per camp session.
- All refunds received and DATE STAMPED on or after **May 29, 2021** and by the Thursday before the start of the specific camp session will result in a \$30.00 retention fee per camp session.
- All refund requests received and DATE STAMPED on or after the Friday before the start of the specific camp session will result in a \$60.00 retention fee per camp session.
- All refunds request submitted after the first week of a program/class no refunds will be granted unless the program/class is cancelled.
- Full refunds will only be honored if the request is due to a medical condition or enrollment into Iroquois Community School. A doctor note / school acceptance letter must accompany the request

Important Contact Information:

Please visit our Des Plaines Park District website, Summer Camp Section for individual camp information, www.DPParks.org.

Supervisor Information below:

Dance & Art Camps: Nancy Suwalski
NancyS@DPParks.org, 847-391-5700

General Day Camps: Carolanne Smit and Elizabeth Quinzio
Carolanne.Smith@DPParks.org or Elizabeth.Quinzio@Dpparks.org, 847-391-5700

Sports & Athletic Camps: Tyler Fuchs
Tyler.Fuchs@DPParks.org, 847-391-5711

Golf & Sailing Camps: Dylan Kuffell
Dylan.Kuffell@DPParks.org, 847-803-4653

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 Avenue)
Dance & Sports Camps Prairie Lakes 515 E Thacker, Theatre and Gym	West Park Camp West Park Fieldhouse 651 S. Wolf Road

*Locations may change based on session enrollment