



**West Park Fieldhouse
651 S. Wolf Road**

West Park Camp Parent/Camper Guide 2023

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 two swimming trips per week at Chippewa Pool (transported by chartered school bus). 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 Camp Director on 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.

Medication

Medication(s) (both prescription and over-the-counter) require a Medical Waiver with the camper's name, dosage, and times to be taken. Medicine will be held with the Camp Director for safekeeping unless other arrangements are made. Put directions in writing on the camper's medical information form. If it is necessary to administer medication to a participant during program hours, the parent/guardian must complete the necessary forms and return them to the Camp Director: The Permission to Dispense Medication/Waiver and Release of All Claims form; the Medication Dispensing Information form; and if applicable, 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 the 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, they will also be located on our website www.DPParks.org.** Des Plaines Park District Camp Staff are not able to administer any diabetic medication injections or check blood sugar for your child.

Illness

If your child becomes ill while at camp, he or she will be attended to and allowed to rest in the back office area, while we contact a parent/guardian. If a parent is unavailable, the emergency contacts will be called. If your child has a fever or other symptoms of illness before camp, we discourage their participation. Please do not allow your camper to return to camp until they have been fever free (without the use of a fever reducer) for 24 hours. In the event of a contagious disease, please notify the Recreation Supervisor (847)391-5700 or Camp Director as soon as possible.

Camper Absences

If your child will be absent or late to camp please notify the Camp Director. During camp hours we are often busy and unable to return calls immediately. If your call can't wait, please leave a message.

Health and Safety

Your child's health and safety are our number one concern. Our staff is trained in CPR/AED and First Aid and each facility is equipped with basic first aid kits and AEDs. The paramedics are always called in the event of a more serious injury or accident. If paramedics are called, parents are always notified. The Des Plaines Park District DOES NOT provide health, medical, or accident insurance for its participants.

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 Directors. 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. Authorized pickup cards will be handed out on the first day of camp. Please make sure anyone picking up your camper has this card with them. 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 5–Friday, July 28**, in one week sessions. There are also 3 post camp weeks **7/31–8/18**. 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. If we do not have proof of payment, you may be sent to our administrative offices for further follow up.

Special Needs

In accordance with the Americans with Disabilities Act, if you have a special need or a request for reasonable accommodation, we strongly urge you to contact the Park District well in advance of the start of camp (or other district program) so that our staff is prepared. Whenever possible, two weeks' notice is the optimal amount of time. Please understand that lack of sufficient notice may delay your registration. Regardless of any accommodation, campers and program participants must be fully toilet trained and able to attend to their own hygiene. Children wearing diapers or pull-ups will not be allowed to attend any of the summer day camps. All participants must follow the District's Codes of Conduct, which are available on our website, DPParks.org, and are included in the parent information packet for each camp.

The Park District does not provide certain personal services, including toileting services, rectal administration of medication, or traditional syringe injections. We work cooperatively with the Maine-Niles Special Recreation Association to facilitate successful participation for participants who register for inclusive programming.

Parents are responsible for informing the park district of any physical or emotional limitations that may limit or impair their children's participation in activities that are conducted in the camp session for which they are registering.

MNASR

If your child requires assistance from our Maine Niles Special Recreation Association, you must notify the Cultural Arts Manager a minimum of two week in advance. If we do not receive notification with at least two-weeks notice, we may not be able to provide accommodations for your child.

Equal Access

No participant shall, on the basis of race, creed, 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.

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 an all-ages 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. No eloping/running away.
- 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:

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.

Sexual and other Harassment Ordinance #22-03

It is the responsibility of every employee, officer, official park commissioner, agent, volunteer, and vendor of the Park District; as well as, anyone using the Park District's facilities, to refrain from sexual, discriminatory, physical or any other form of harassment. The Park District will not tolerate discriminatory; physical or any other type of harassment; and prohibits any form of sexual harassment of or by any of its employees and elected officials. Refer to Ordinance #22-03, Park Board approved May 17, 2022. Full ordinance available upon request.

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 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/Electronic Devices

We highly discourage campers bringing their cell phones and electronic devices to camp (iPad, Nintendo DS, Etc.). We ask that your child's cell phone be left at home or in their backpack. Campers will be able to use their cell phones for emergency reasons only, and must ask Camp Staff for permission. To maintain the integrity and mission of our summer camp program we encourage campers to “unplug” while at camp. Encourage your child to unplug and make camp connections with friends and staff during their time at camp. Abuse of technology while at camp will result in the item being retained by staff and returned at the end of the camp day. ***Note that Camp staff will not be responsible for any lost or stolen items. ***

Food Allergies:

Please be aware that peanut allergies are 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 days, 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 choosing not to participate will be provided quiet games/coloring at the pool with supervision on the deck. 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:

New this year, parents will choose the level to determine the skill level in the pool of their Camper. IF a Green Wristband is request the camper will undergo a swim test on their first trip to the pool for the summer. 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 the camper does not pass the swim test, they will be moved to a Yellow Wristband. Campers that are determined by their parent/guardian to have a Yellow or Red wristband will be restricted to certain areas of the pool. If at any time the parent/guardian wishes to move to a different colored wristband, they will complete a new form.

Parent Correspondence:

We appreciate open communication with parents to avoid any misunderstanding(s). 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.

Important camp information and reminders will be distributed daily or weekly. At the beginning of each week, a camp calendar that has all of the activities scheduled for that week's session will be posted. 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.

Important Dates:

****No Camp Session 5: Monday, July 3 & Tuesday, July 4**

Important Contact Information:

Candice Basista, Recreation Supervisor: 847-391-5700, Candice.Basista@DPParks.org

Camp Directors: Aidan & Madisyn

West Park Emergency Cell Phone 224-571-4341 (M-F, 7a-6p) Call or text.

West Park Fieldhouse 651 S. Wolf Road Des Plaines, 60016	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	Prairie Lakes Community Center 515 E. Thacker, Des Plaines, 60016 (P) 847-391-5711 Office Hours of Operation (Summer) Monday–Friday: 5:30a-10:00p Saturday & Sunday: 7:00a-6:00p
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