

**West Park Fieldhouse, 224-571-4341**  
651 S Wolf Road  
West Park Parent/Camper Guide 2024

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**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 every 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.

**Camp Hours of Operation:**

Camp runs Monday through Friday, 7:00am-6:00pm. Drop off begins at 7:00am, please have children at camp by 9:00am. Pick up will begin at 3:00pm, children will need to be picked up by 6:00pm. 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 ePACT 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 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. 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 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. There will be a selected time when electronics are permissible during the day.

- Backpack
- Gym Shoes (sandals/flip flops are ONLY permitted on swim days)
- Healthy lunch and 2 snacks (for both AM/PM)
- Water Bottle
- Swimsuit 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 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 (besides when being told)
- Money for vending machines or ice cream trucks
- 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!

**Thank you and we hope your camper has a wonderful summer with the  
Des Plaines Park District!**